

Service Cancellation Approval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Service Cancellation Approval

We have received your request to cancel your service and are writing to confirm that your cancellation has been processed. Your service will officially terminate on [Cancellation Date].

If you have any further questions or require assistance, please feel free to contact us at [Contact Information].

Thank you for your past patronage.

Sincerely,

[Your Name]

[Your Position]

[Your Company]