

Account Cancellation Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request the cancellation of my account with [Company Name], associated with the email address [Your Email Address].

Due to lack of engagement and usage, I have decided that it is in my best interest to discontinue my account. I would like to ensure that no further charges are applied and that my account is officially closed.

Please confirm the cancellation of my account at your earliest convenience. Should you require any further information, feel free to contact me at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]