

# Account Cancellation Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

Thank you for your prompt attention to my account cancellation request. This letter serves to acknowledge the cancellation of my account (Account Number: [Your Account Number]) as of [Cancellation Date].

I appreciate the services provided during my time as a customer and hope to have the opportunity to use your services again in the future.

If there are any final details or confirmations needed on my end, please let me know. I would appreciate receiving written confirmation of the account cancellation.

Thank you once again.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]