

Cancellation Policy Update Request

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an update to the cancellation policy associated with my account, [Your Account Number or Name]. I believe that a review of the current policy is warranted due to [reason for request, e.g., recent changes in circumstances, feedback from other customers, etc.].

Please let me know any information or documentation you require from my side to assist in this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]