

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Demand for Immediate Account Cancellation

Dear [Company Name],

I am writing to formally request the immediate cancellation of my account with your company, account number [Account Number].

Despite my previous attempts to resolve issues related to my account, I have not received satisfactory assistance. Therefore, I believe that canceling my account is the best course of action.

Please confirm the cancellation of my account in writing and ensure that no further charges will be applied. I expect this cancellation to be processed promptly, and I would appreciate a confirmation email at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]