

Housekeeping Service Cancellation Notice

Date: [Insert Date]

To: [Housekeeping Service Provider Name]

Address: [Housekeeping Service Provider Address]

Dear [Service Provider Contact Name],

I hope this message finds you well. I am writing to formally notify you that I wish to cancel my housekeeping service, scheduled for [insert frequency, e.g., weekly/monthly], effective [insert cancellation date].

My account details are as follows:

- Account Holder Name: [Your Name]
- Address: [Your Address]
- Account Number: [Your Account Number]

Please confirm the cancellation of services and the final billing details at your earliest convenience. I appreciate the services provided thus far and thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Number]

[Your Email Address]