

Service Cancellation Request

Date: [Insert Date]

To: [Service Provider Name]

[Service Provider Address]

[City, State, Zip Code]

Dear [Service Provider's Customer Service Team],

I am writing to formally request the cancellation of my service with [Service Provider Name], effective immediately. My account number is [Account Number].

I appreciate the services provided thus far; however, due to [reason for cancellation], I have decided to discontinue my service.

Please send me a confirmation of the cancellation at your earliest convenience. If there are any final charges, please inform me as well.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]