

Cancellation Confirmation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Cancellation Confirmation

Dear [Recipient's Name],

This letter is to confirm the cancellation of my [service/product] with the reference number [insert reference number], which was scheduled for [insert date]. I appreciate your assistance in processing this cancellation.

Please ensure that no further charges are applied to my account. If there are any additional steps required from my side, kindly let me know.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]