

Cancellation Notice Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Subject: Confirmation of Cancellation Notice

Dear [Recipient Name],

This letter serves as confirmation of your cancellation notice received on [Insert Date]. We have processed your request to cancel [specific service, subscription, etc.].

Your cancellation will take effect on [Insert Date]. Please note that any outstanding balance will be settled by [Insert Date].

If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]