

Cancellation of Furniture Moving Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Moving Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Moving Company Name],

I am writing to formally cancel my scheduled furniture moving service, originally planned for [date of service], under the booking reference number [booking number].

Due to unforeseen circumstances, I am unable to proceed with the move as anticipated. I kindly ask you to confirm the cancellation of my booking and that there will be no charges incurred as a result.

I appreciate your understanding in this matter and look forward to your confirmation.

Thank you.

Sincerely,

[Your Name]