

# Cancellation of Billing Statement

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]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my billing statement associated with account number [Account Number] effective immediately. My reason for cancellation is [brief explanation of the reason].

Please process this cancellation promptly and confirm the cancellation of my billing statement in writing. Should you require any further information, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]