

# Service Cancellation Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of the cancellation of my [specify service or subscription] effective [insert cancellation date]. This decision is in accordance with the terms outlined in our agreement.

Please confirm the termination of the service and provide any necessary final statements or confirmations regarding the process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]