

# Request for Cancellation Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation of the cancellation of my [specific service/product] with [Company Name], which was initiated on [date of cancellation request].

My account details are as follows:

- Account Number: [Your Account Number]
- Service/Product Name: [Name of Service/Product]

It is important for me to receive confirmation to ensure that my account has been properly canceled and no further charges will be incurred. Please send the confirmation at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]