

Service Cancellation Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider Name]

[Company Address]

[City, State, ZIP Code]

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my service with [Service Name or Account Number], effective immediately. My reason for cancellation is [brief explanation of the reason].

Please confirm the cancellation of my service and any final charges that may apply. I would appreciate a written confirmation of this cancellation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]