

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally notify you that I am canceling my account for services rendered, effective immediately. This decision is not a reflection of the quality of your services but rather a personal choice.

Please confirm the cancellation of my services by [insert a date request for confirmation]. If there are any final charges, kindly send me the details.

Thank you for your understanding.

Sincerely,

[Your Name]