

Cancellation of Maintenance Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally cancel my maintenance service contract with your company, effective immediately. My account number is [Insert Account Number].

This decision is due to a consistent lack of communication regarding service updates and my inquiries. Despite multiple attempts to reach out, I have not received timely responses or satisfactory information regarding my maintenance requests.

Please confirm the cancellation of my service in writing, and ensure that no further charges are incurred on my account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]