

Cancellation of Courier Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Courier Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Courier Company Name],

I am writing to formally request the cancellation of my courier services with your company, effective immediately. My account number is [Insert Account Number].

After careful consideration, I have decided to discontinue the services due to [briefly state reason if desired, e.g., personal reasons, dissatisfaction with service, etc.].

Please confirm the cancellation of my account and any further actions required on my part. I would appreciate a written confirmation of this cancellation for my records.

Thank you for your assistance.

Sincerely,

[Your Name]