

# Cancellation Request

Date: [Insert Date]

To: [Delivery Service Provider Name]

Address: [Delivery Service Provider Address]

Dear [Delivery Service Provider Name],

I am writing to formally request the cancellation of my delivery service account with your company. My account details are as follows:

**Account Name:** [Your Name]

**Account Number:** [Your Account Number]

Due to [reason for cancellation], I have decided to discontinue my services. I kindly request that you confirm the cancellation of my account and any associated services.

Please let me know if there are any additional steps I need to take or any outstanding payments that I should be aware of.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]