Service Cancellation Notification

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 notify you that I would like to cancel my service for [Service Description] effective [Cancellation Date]. My account number is [Account Number].

Please confirm the cancellation of my service and ensure that no further charges are made to my account. If there are any final steps that I need to complete, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]