

Cancellation of Membership

[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 request the cancellation of my web service membership, effective immediately. My account number is [Your Account Number].

Please confirm the cancellation of my membership and any final billing. I would appreciate receiving a confirmation email regarding this request to [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]