

Service Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Team

[Service Provider's Name]

[Provider's Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request the cancellation of my online service account with [Service Provider's Name]. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Due to [brief explanation of reason for cancellation, if desired], I have decided to discontinue my service. Please process my cancellation request effective immediately and confirm the cancellation by email.

Thank you for your attention to this matter.

Sincerely,

[Your Name]