

Subject: Request to Terminate Digital Service

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the termination of my digital service account associated with [Service Name] under the account number [Account Number]. I have decided to discontinue this service for personal reasons.

As per the terms and conditions, I would appreciate it if you could confirm the cancellation effective [Preferred Cancellation Date] and provide any necessary instructions regarding the final billing process.

Thank you for your attention to this matter. I look forward to your prompt confirmation.

Sincerely,
[Your Name]