

Termination of Web Hosting Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Web Hosting Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Web Hosting Company Name],

I am writing to formally notify you that I wish to terminate my web hosting services with your company, effective [Insert Termination Date]. My account details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Domain Name: [Your Domain Name]

Please confirm the cancellation of my services and ensure that no further charges are applied to my account. I would appreciate a written confirmation of the cancellation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]