

# Web Hosting Service Cancellation Notice

Date: [Insert Date]

To: [Hosting Provider Name]

From: [Your Name]

Subject: Cancellation of Web Hosting Service

Dear [Hosting Provider Name],

I am writing to formally notify you that I wish to cancel my web hosting service, account number [Insert Account Number], effective immediately. Please consider this email as my official request for cancellation.

I appreciate the services you have provided up to this date, but due to [brief reason if desired], I have decided to discontinue my hosting plan.

Please confirm the cancellation of my account and any final billing information related to this cancellation. I request that you provide me with written confirmation once my account has been successfully terminated.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]