

Cancellation Request for Marketing Services

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 cancellation of my marketing services with [Company Name], effective immediately. My account number is [Account Number].

Despite the value of your services, I have decided to terminate my engagement with [Company Name] due to [brief reason for cancellation].

Please confirm the cancellation of my services in writing. If there are any final charges or details to be resolved, kindly let me know.

Thank you for your attention to this matter. I appreciate your prompt response.

Sincerely,
[Your Name]