

On-Call Service Cancellation Request

Date: [Insert Date]

To: [Service Provider's Name]

Address: [Service Provider's Address]

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my on-call service with your company, effective immediately. My account number is [Insert Account Number].

Due to [state reason if comfortable, e.g., personal circumstances, financial reasons, etc.], I am unable to continue with the on-call service at this time.

Please confirm the cancellation of my service and any final billing details. I appreciate your prompt attention to this matter.

Thank you for your support.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]