

Account Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Relevant Department],

I am writing to formally request the cancellation of my account with [Company Name], effective immediately. My account number is [Account Number].

Due to [brief reason for cancellation, if desired], I have decided to discontinue my services. Please confirm the cancellation of my account and ensure that no further charges are applied.

Thank you for your assistance in this matter. I would appreciate a confirmation email regarding the cancellation.

Sincerely,

[Your Name]