

# Budget Billing Plan Cancellation Notice

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to inform you that your request to cancel your Budget Billing Plan has been processed. Your account will no longer be billed under this plan effective [Insert Effective Date].

If you have any questions regarding your cancellation or would like to discuss your billing options, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]