

Cancellation Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that your request for cancellation of [Service/Product Name] has been processed. Your cancellation is effective immediately as of [Cancellation Date].

If you have any further questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]