

Termination of Account Services

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service Team/Specific Contact Name],

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

Please confirm the cancellation of my account and ensure that no further charges are applied. I would appreciate written confirmation of this termination at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]