

Service Plan Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Service Provider Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my decision to cancel my service plan with [Company/Service Provider Name], effective [Cancellation Date]. My account number is [Account Number].

Please consider this letter as my official request for cancellation as per your terms and conditions. I would appreciate a confirmation of the cancellation and any final billing statements if applicable.

Thank you for your attention to this matter.

Sincerely,

[Your Name]