

Service Cancellation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service Department
Cable Company Name
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally request the cancellation of my cable service (Account Number: [Your Account Number]) effective immediately. The reason for this cancellation is the lack of usage over the past several months.

Despite my initial enthusiasm, I have found that the cable service no longer fits my needs and I have not utilized it regularly. I kindly ask that you process this cancellation and confirm the termination of my service.

Thank you for your assistance in this matter. I would appreciate written confirmation of the cancellation and any final billing details.

Sincerely,
Your Name