

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Customer Service
[Cable Company Name]
[Company Address]
[City, State, ZIP Code]

Dear Customer Service,

I am writing to formally request the cancellation of my cable service with account number [Your Account Number], effective [Desired Cancellation Date]. Due to recent changes in my family circumstances, I can no longer continue with the service.

Please confirm the cancellation and any applicable final billing details at your earliest convenience. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,
[Your Name]