

Letter of Cable Service Cancellation

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 immediately. Due to seasonal care commitments, I will not be able to utilize the service for the foreseeable future.

Please confirm the cancellation of my service and any final billing details. I would appreciate a written confirmation of this cancellation for my records.

Thank you for your attention to this matter.

Sincerely,
[Your Name]