

Account Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the cancellation of my account with [Company Name], effective immediately. My account number is [Account Number].

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]