

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my meal kit delivery service with [Company Name]. My account number is [Your Account Number].

Due to [reason for cancellation], I am unable to continue with the service. I would appreciate it if you could confirm the cancellation and ensure that no further charges are made to my account.

Thank you for your attention to this matter. I look forward to your prompt confirmation of my cancellation request.

Sincerely,

[Your Name]