

Date: [Insert Date]

To,

[Cleaning Service Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my cleaning service with your company, effective immediately.

My account details are as follows:

Account Name: [Your Name]

Account Number: [Your Account Number]

Please consider this letter as my official notice of cancellation. I would appreciate it if you could confirm the cancellation of my service and ensure that no further charges are applied to my account.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]