

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Cleaning Service Company Name]

[Company Address]

[City, State, Zip Code]

## **Cancellation of Cleaning Service**

Dear [Cleaning Service Company Name],

I am writing to formally notify you of the immediate cancellation of my cleaning service scheduled for [date of next service]. Due to [reason for cancellation, if desired], I must discontinue my service with your company effective immediately.

Please confirm the cancellation of my service and that no further payments will be deducted from my account. I appreciate the services provided thus far.

Thank you for your understanding.

Sincerely,

[Your Name]