

# **Cancellation of Cleaning Service**

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Cleaning Service Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Cleaning Service Company Name],

I am writing to formally notify you of my decision to cancel my cleaning service contract with your company, effective [Cancellation Date]. I appreciate the services provided thus far but have decided to discontinue them for personal reasons.

Please confirm the cancellation of my service and any final steps I need to complete. I kindly ask for a final statement detailing any outstanding charges.

Thank you for your understanding.

Sincerely,

[Your Name]