

Cancellation of Swimming Pool Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally cancel my swimming pool service contract with your company, effective immediately. My account number is [Your Account Number].

Unfortunately, I have been dissatisfied with the quality of the service provided. [Briefly explain the specific issues that led to your dissatisfaction, e.g., inconsistency in cleaning, lack of communication, etc.]. Despite my attempts to address these concerns, I have not seen any improvement.

Accordingly, I would like to request that you process my cancellation and confirm the termination of any further services. Please ensure that no additional charges are billed to my account.

Thank you for your attention to this matter. I hope to receive your confirmation soon.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]