

Cancellation of Swimming Pool Service

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally notify you that I wish to cancel my swimming pool service, effective immediately, due to the seasonal closing.

My account details are as follows:

- Name: [Your Name]
- Address: [Your Address]
- Account Number: [Your Account Number]

Thank you for the services provided thus far, and I hope to return once the season resumes. Please confirm the cancellation at your earliest convenience.

Sincerely,

[Your Name]

[Your Contact Information]