

Cancellation of Swimming Pool Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Service Company Name],

I am writing to formally notify you that I wish to cancel my swimming pool service, effective [Insert Effective Date]. Unfortunately, due to personal reasons, I am no longer able to continue utilizing your services.

I appreciate the quality service you have provided during my time with your company, and I hope to potentially return in the future when circumstances allow.

Please confirm the cancellation of my service and any final billing details at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]