

# Cancellation of Swimming Pool Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Service Provider's Name]

[Service Provider's Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally notify you of the cancellation of my swimming pool service, effective [Insert Effective Cancellation Date]. This decision is due to upcoming modifications to my property, which will require changes in the pool's setup and maintenance.

My account number is [Insert Account Number]. I kindly ask you to confirm the cessation of services and any final paperwork needed from my side.

Thank you for your understanding and the service you have provided thus far.

Sincerely,

[Your Name]