

Swimming Pool Service Cancellation Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Service Provider's Name]
[Service Provider's Address]
[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally cancel my swimming pool service with [Service Provider Company Name] due to my upcoming relocation. My service account number is [Account Number].

As per our agreement, I am providing [number of days/weeks] notice for this cancellation. My last service date will be on [Last Service Date]. Please confirm the cancellation of services and let me know if there are any final steps that need to be taken on my end.

Thank you for your services, and I appreciate all the assistance provided during my time with you.

Sincerely,

[Your Name]