

Swimming Pool Service Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally notify you that I must cancel my swimming pool service scheduled for [Insert Date] due to unexpected emergencies that require my immediate attention.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please confirm the cancellation at your earliest convenience.

Thank you for your services, and I look forward to rescheduling in the future.

Sincerely,

[Your Name]