

[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]

Subject: Formal Cancellation of Cloud Services

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my cloud services account with [Service Provider's Name], effective [desired cancellation date]. My account information is as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Please confirm the cancellation of my account and ensure that no further billing occurs after the cancellation date. I would appreciate receiving a written confirmation of the cancellation for my records.

Thank you for your attention to this matter.

Sincerely,

[Your Name]