

# Termination of Trash Collection Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Trash Collection Service Provider Name]

[Company Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally terminate my trash collection service with [Company Name], effective [Termination Date]. My account number is [Account Number].

This decision has been made due to [briefly state the reason, e.g., "financial reasons" or "relocation"]. I appreciate the services provided thus far.

Please confirm the termination of my service and any final invoices that may be due. Additionally, I would appreciate guidance on returning any company-owned equipment if applicable.

Thank you for your attention to this matter.

Sincerely,

[Your Name]