

Recycling Service Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recycling Service Provider Name]

[Provider Address]

[City, State, Zip Code]

Dear [Provider's Name],

I am writing to formally request the cancellation of my recycling service, account number [Your Account Number], due to non-usage. I have not utilized the service in recent months and have decided to discontinue it.

As per the terms and conditions, I request that you process this cancellation effective [Desired Cancellation Date]. Please confirm the cancellation and ensure that no further charges are applied to my account.

Thank you for your attention to this matter.

Sincerely,

[Your Name]