

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recycling Service Provider's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recycling Service Provider's Name],

I am writing to formally request the cancellation of my recycling service with your company, effective immediately. My account number is [Your Account Number].

I would appreciate it if you could confirm the cancellation of my service in writing. Please let me know if there are any final steps that I need to complete on my end.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]