

Recycling Service Cancellation Notice

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Address: [Insert Customer Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Customer Name],

We are writing to confirm that your request to cancel your residential recycling service has been processed. Your cancellation will be effective as of [Insert Effective Date].

If you have any remaining recycling bins or containers, please arrange for their return by contacting our customer service department at [Insert Phone Number] or [Insert Email Address].

We appreciate your participation in our recycling program and hope to serve you again in the future. If you have any questions regarding this cancellation or future services, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email Address]