

Cancellation of Seasonal Recycling Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the cancellation of my seasonal recycling service, effective [Insert Cancellation Date]. My account number is [Insert Account Number].

Due to [brief explanation, if desired], I have decided to discontinue my service. I would appreciate confirmation of my cancellation and any final instructions regarding my account.

Thank you for your assistance and for the services provided thus far.

Sincerely,

[Your Name]