

Recycling Service Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally request a pause in my recycling service, account number [Insert Account Number], effective [Insert Start Date] through [Insert End Date].

Due to [brief reason for pause, e.g., temporary relocation, personal circumstances], I will not be able to utilize the recycling services during this period.

Please confirm the receipt of this request and the terms of the service pause. I would appreciate it if you could inform me of any further steps required on my part.

Thank you for your attention to this matter.

Sincerely,

[Your Name]