

Request to Terminate Auto Assistance Service Agreement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Representative's Name],

I am writing to formally request the termination of my Auto Assistance Service Agreement with [Company Name], effective immediately. My account number is [Your Account Number].

Due to [briefly explain reason, e.g., personal circumstances, financial constraints, unsatisfactory service], I have decided to discontinue this service.

According to the terms and conditions of our agreement, I understand that I am required to provide written notice of termination, and I believe this letter fulfills that requirement. Please confirm the cancellation of my service as soon as possible.

Thank you for your attention to this matter. I appreciate your prompt response to my request.

Sincerely,

[Your Name]