

Request to Cancel Toll Road Membership

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Toll Road Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally request the cancellation of my toll road membership with [Toll Road Company Name]. My membership ID is [Membership ID].

Due to [brief reason for cancellation], I have decided that I no longer require the use of the toll road services.

Please process my cancellation effective immediately and confirm that my membership has been terminated. I would appreciate a written confirmation of this cancellation.

Thank you for your attention to this matter. If you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]