

# Account Cancellation Request

Date: [Insert Date]

To: Customer Service

Company Name: Satellite Radio

Address: [Insert Address]

Dear Customer Service,

I am writing to formally request the cancellation of my satellite radio account, effective immediately. My account number is [Insert Account Number].

While I have enjoyed your service, I have decided to discontinue my subscription for personal reasons.

Please confirm the cancellation of my account and any final billing details at your earliest convenience. I would appreciate a written confirmation of the cancellation.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]