

Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name Customer Service],

I am writing to formally request the cancellation of my account with your online file hosting service. My account details are as follows:

Account Name: [Your Account Name]

Email Associated with Account: [Your Email]

Account Number: [Your Account Number]

According to the terms and conditions of your service, I would like to ensure that my account will be fully canceled effective immediately. Please confirm the cancellation by replying to this email.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]