

Notice of Termination

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]

Subject: Notice of Termination of Online Storage Services

Dear [Service Provider's Name],

I am writing to formally notify you of my decision to terminate my online storage services with [Service Provider's Name], effective [Termination Effective Date]. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

I request that you take the necessary steps to close my account and discontinue any further billing or services. Please confirm the closure of my account and any remaining balance or refund due to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]