

Cancellation of Online Backup Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Online Backup Service Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my online backup service, associated with the account number [Your Account Number]. Please consider this letter as my official notice of cancellation, effective immediately.

While I appreciate the services provided, I have decided to discontinue my subscription for personal reasons.

Kindly confirm the cancellation of my account and ensure that no further charges are applied. If any additional information is required, please contact me at the above phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]