

# Account Cancellation Request

Date: [Insert Date]

To: [Service Provider Name]

Account Number: [Insert Account Number]

Dear [Service Provider Customer Service],

I hope this message finds you well. I am writing to formally request the cancellation of my online data storage account with [Service Provider Name]. My account details are as follows:

Name: [Your Name]

Email Address: [Your Email Address]

Account Number: [Insert Account Number]

As per your cancellation policy, I would like to ensure that my account is closed effective [Insert Date]. Please confirm that my account has been canceled and that no further charges will be applied.

Thank you for your assistance. I appreciate your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]