

Termination of Storage Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider Name]

[Service Provider Address]

[City, State, Zip Code]

Dear [Service Provider Name],

I am writing to formally notify you of the termination of the storage services that I have been receiving from your company. My account number is [Account Number]. I request that my services be terminated effective [Effective Termination Date].

Please confirm the termination of my account and ensure that no further charges are applied. Also, kindly provide information regarding the return of any stored items, if applicable.

Thank you for your attention to this matter. I appreciate the services provided thus far.

Sincerely,

[Your Name]