

Web Hosting Service Cancellation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Web Hosting Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Cancellation of Web Hosting Service

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request the cancellation of my web hosting service with [Web Hosting Company Name], effective [Cancellation Date]. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

As part of my recent service review, I have decided to discontinue my service due to [briefly state reason, e.g., budget constraints, performance issues, etc.]. I appreciate the services provided thus far.

Please confirm the cancellation of my account by sending a confirmation email to [Your Email Address]. If any further information is needed to complete the cancellation, feel free to contact me at [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]