

# Cancellation of Web Hosting Service

Date: [Insert Date]

To: [Hosting Service Provider's Name]

[Hosting Service Provider's Address]

Dear [Service Provider's Name],

Subject: Cancellation of Web Hosting Service

I am writing to formally notify you that I wish to cancel my web hosting service with [Your Company Name], account number [Your Account Number], effective immediately. Due to the recent closure of my business, it has become necessary to discontinue all associated services.

Please confirm the cancellation of my account and any outstanding balance that may need to be settled. I would appreciate a confirmation email regarding the status of my cancellation.

Thank you for your understanding and support during our time as your customer.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]