

# Cancellation of Web Hosting Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Web Hosting Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Web Hosting Company Name],

I am writing to formally notify you of the cancellation of my web hosting service ([Your Account Number or Website URL]) with your company, effective upon the expiration of my current contract on [Contract Expiration Date].

Please consider this letter as the official request for cancellation and confirm that my services will not be renewed beyond the expiration date. I appreciate the service I have received during the course of our contract.

If there are any further actions required on my part or any final details that need our attention, please let me know at your earliest convenience.

Thank you for your service.

Sincerely,

[Your Name]