

Web Hosting Service Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Hosting Provider's Name]

[Hosting Provider's Address]

[City, State, ZIP Code]

Dear [Hosting Provider's Name],

I am writing to formally request the cancellation of my web hosting service with your company, effective immediately. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Domain Name: [Your Domain Name]

The reason for this cancellation is that I have decided to migrate to another hosting provider that better meets my current needs.

Please confirm the termination of my account and ensure that no further charges will be incurred after this cancellation request. I would appreciate a confirmation email once the process is complete.

Thank you for your assistance.

Sincerely,

[Your Name]