

Web Hosting Service Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Web Hosting Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Web Hosting Company Name],

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

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Reason for Cancellation: Redesigning Website

As I am in the process of redesigning my website, I will not require hosting services during this period. I request that you confirm the cancellation and inform me of any final steps needed on my part.

Thank you for your service thus far. I appreciate your prompt attention to this matter.

Sincerely,

[Your Name]