

Cancellation of Web Hosting Service

Date: [Insert Date]

To: [Web Hosting Company Name]

Customer ID: [Your Customer ID]

Subject: Request for Cancellation of Web Hosting Service

Dear [Web Hosting Company Name],

I hope this message finds you well. I am writing to formally request the cancellation of my web hosting service associated with the account [Your Account Name or URL], effective immediately.

As a seasonal business, we have concluded our operational period and will not require the hosting services until the next season. I kindly ask you to confirm the cancellation and ensure that no further charges will be applied to my account.

Thank you for your understanding and support throughout the year. I appreciate your prompt attention to this matter, and I look forward to your confirmation.

Best regards,

[Your Name]

[Your Business Name]

[Your Contact Information]