

Domain Name Registration Cancellation Request

Date: [Insert Date]

To,

[Registrar's Name]
[Registrar's Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Cancellation of Domain Name Registration

Dear [Registrar's Name],

I am writing to formally request the cancellation of my domain name registration for **[Domain Name]**, which is registered under my name, **[Your Name]**, with the account number **[Account Number]**.

Due to [reason for cancellation - e.g., business closure, rebranding, etc.], I no longer require this domain name and wish to proceed with its cancellation.

Please confirm the cancellation of the domain and ensure that no further charges will be applied to my account after this request. I would appreciate a written confirmation of the cancellation at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]