Letter of Intent to Cancel Domain Registration

Date: [Insert Date]
[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Domain Registrar's Name]
[Registrar's Address]
[City, State, Zip Code]
Subject: Request for Domain Registration Cancellation - [Your Domain Name]
Dear [Registrar's Name],
I am writing to formally request the cancellation of my domain registration for [Your Domain Name], which is registered under my name. My account details are as follows:
Domain Name: [Your Domain Name] Account Number: [Your Account Number]
I have decided to cancel the registration effective immediately. Please confirm the cancellation and inform me of any further actions required on my part.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]