

Order Cancellation Notice

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my subscription for [Service/Product Name], with the account number [Account Number], effective immediately.

My decision to cancel is based on [brief reason for cancellation, if desired]. I kindly ask you to confirm the cancellation and ensure that no further charges will be applied to my account moving forward.

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

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]