

# Cancellation of Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my service account with [Service Provider's Company Name], effective immediately. My account number is [Your Account Number].

The reason for this cancellation is due to [brief explanation of the service issue]. Despite my attempts to resolve this issue, I have been unable to reach a satisfactory resolution.

Please confirm the cancellation of my account in writing and ensure that no further charges are applied.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]