

Subject: Issues with Service Cancellation Process

Dear [Customer Service Team/Specific Contact Name],

I hope this message finds you well. I am writing to express my concerns regarding the challenges I faced while attempting to cancel my service with [Company Name].

On [Date], I initiated the cancellation process through [method: online portal, customer service call, etc.], but I encountered the following issues:

- Unclear instructions on how to complete the cancellation.
- Long wait times when attempting to reach customer service.
- Failure to receive a confirmation email regarding the cancellation.

These difficulties have caused significant frustration, and I would appreciate your assistance in resolving this matter promptly. I kindly request confirmation of my service cancellation and any next steps I should be aware of.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Address]
[Your Email Address]
[Your Phone Number]