

Service Cancellation Dispute Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally dispute the cancellation of my service account with your company, account number [Account Number]. I initially requested to cancel my service on [Cancellation Request Date], but I believe that the cancellation has not been processed correctly.

According to my records, I followed all necessary procedures to cancel my service, including [describe specific actions taken, such as sending an email, calling customer service, etc.]. However, I have received communication indicating that the cancellation was not valid due to [briefly explain the reason given by the company, if applicable].

I would appreciate your assistance in resolving this matter promptly. I believe that I am entitled to [describe any specific requests, such as a refund, confirmation of cancellation, etc.]. Enclosed are copies of all relevant documentation supporting my dispute.

Please contact me at your earliest convenience to discuss this issue. Thank you for your attention to this matter.

Sincerely,
[Your Name]