

Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Cleaning Service Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Cleaning Service Manager's Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of my cleaning service, effective immediately. Unfortunately, I have experienced multiple issues with the quality of service provided, which have led to my decision.

Despite previous attempts to discuss my concerns regarding [specific issues, e.g., missed cleanings, unsatisfactory results], the problems have persisted. Regrettably, this has compelled me to look for other options that better meet my expectations.

Please consider this email as an official notice of cancellation. I would appreciate a confirmation of the cancellation and any final statements needed for my records.

Thank you for your attention to this matter.

Sincerely,

[Your Name]