

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Service Provider Name

Service Provider Address

City, State, Zip Code

Subject: Cancellation of Service Agreement

Dear [Service Provider's Name],

I am writing to formally notify you of the cancellation of my service agreement with [Service Provider's Company Name], effective [Cancellation Date]. My account number is [Account Number].

As per the terms of the agreement, I am providing [relevant notice period, e.g., 30 days] notice of my intent to cancel the service. Please confirm the cancellation and provide any final statements if necessary.

Thank you for your attention to this matter.

Sincerely,

[Your Name]