

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Service Provider Name]

[Service Provider Address]

[City, State, Zip Code]

Subject: Cancellation of Recurring Payment Service

Dear Customer Service,

I am writing to formally request the cancellation of my recurring payment for [Service Name/Account Number]. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

Service Start Date: [Start Date]

According to your cancellation policy, I would like this cancellation to take effect immediately or at the end of the current billing cycle, as per my preference.

Thank you for your attention to this matter. Please confirm the cancellation at your earliest convenience.

Sincerely,

[Your Name]