

# Cancellation Request for Premium Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Customer Service Team],

I am writing to formally request the cancellation of my premium service subscription, which I have held since [Insert Start Date]. My account number is [Insert Account Number].

Due to [insert your reason, e.g., personal circumstances, financial reasons, etc.], I have decided to discontinue my service effective immediately. I would appreciate it if you could confirm the cancellation of my account and ensure that no further charges are applied.

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

Sincerely,

[Your Name]