

Cancellation of Out-of-Area Service Provision

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my service provision due to my current out-of-area status. My account number is [Insert Account Number]. I appreciate the services that have been provided, but due to my relocation, I am unable to continue my service.

Please consider this letter as my official notice of cancellation, effective immediately. I request a final bill to be sent to my address above, ensuring that all pending matters are settled promptly.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]