

# Logistics Service Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of the logistics services associated with my account, [Your Account Number or Order Number], effective immediately.

Due to [brief explanation of reason for cancellation], I have decided to discontinue the services provided by your company.

Please confirm the cancellation of my account and ensure that no further charges are applied. If there are any final documents or confirmations you need from me, please let me know.

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

Sincerely,

[Your Name]