

Service Withdrawal Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally notify you of my intention to withdraw from the [specific service] provided by [Company Name], effective [date of withdrawal].

This decision was not made lightly, and I appreciate the services rendered thus far. However, due to [brief explanation of reasons, if necessary], I find it necessary to discontinue my service.

Please confirm the cancellation of my service and provide details regarding any final steps I need to complete, including the settlement of any outstanding balance.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]