

Cancellation Request for Support Services

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my support services with [Company Name], effective immediately. My account information is as follows:

Account Number: [Your Account Number]

While I appreciate the services provided thus far, I have decided to discontinue my support for personal reasons.

Please confirm the cancellation of services and ensure that no further charges are applied to my account. If there are any steps I need to complete, please let me know.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]