

Account Cancellation Notice

Dear [Customer Name],

We are writing to inform you that your account with [Company Name] has been successfully cancelled as per your request on [Date of Cancellation Request].

We appreciate your business and regret to see you go. If you have any feedback or concerns, please don't hesitate to reach out to us.

Your final invoice, if applicable, will be sent to your registered email address within the next few days.

Thank you for the time you spent with us.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]