

Account Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 my account with [Company Name], associated with the email address [Your Email Address]. Due to a lack of use and my current circumstances, I have decided to discontinue my account.

Please confirm the cancellation of my account and ensure that there are no further charges applied to my payment method. I would appreciate receiving a confirmation email once my account has been successfully closed.

Thank you for your attention to this matter. If necessary, please feel free to reach out to me using the contact information provided above.

Sincerely,

[Your Name]