

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my service with [Service Name/Description], effective immediately. My account number is [Account Number].

Unfortunately, I have been dissatisfied with the service provided due to [brief description of issues, e.g., poor response times, lack of support, etc.]. Despite my attempts to resolve these issues, I have not seen any improvements, which has led me to make this decision.

I request confirmation of the cancellation and any final statements or information regarding the closure of my account. Please let me know if there are any further actions required on my part.

Thank you for your attention to this matter.

Sincerely,

[Your Name]