

Service Cancellation Letter

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Name],

I am writing to formally notify you that I am canceling my service with [Service Provider's Company] effective immediately due to my unsatisfactory experience.

Despite my previous communications regarding [specific issues you encountered], I have not seen any improvement. Unfortunately, this has led to my decision to discontinue using your services.

Please confirm the cancellation and let me know if there are any final steps I need to complete on my end.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]