

Service Cancellation Update

Date: [Insert Date]

Dear [Customer's Name],

We are writing to confirm the cancellation of your service with us, as requested. Your service was scheduled to be terminated on [Insert Cancellation Date].

If you have any questions or require additional assistance regarding your cancellation, please do not hesitate to contact our customer support team.

Thank you for your past patronage, and we hope to serve you again in the future.

Sincerely,
[Your Name]
[Your Title]
[Company Name]
[Contact Information]