

# Request for Cancellation Process Details

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Contact Name],

I hope this message finds you well. I am writing to inquire about the cancellation process for my account/service with [Company Name]. My account number is [Your Account Number].

Could you please provide me with detailed information regarding the steps I need to follow to complete the cancellation? Additionally, I would appreciate any information on potential fees or obligations associated with the cancellation.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]