

Service Cancellation Confirmation

Date: [Insert Date]

Dear [Customer's Name],

We are writing to confirm the cancellation of your service with us, effective immediately as per your request. Your account number is [Insert Account Number].

If you have any outstanding balances or questions regarding this cancellation, please feel free to contact our customer service team at [Insert Contact Information].

Thank you for being a valued customer. We hope to have the opportunity to serve you again in the future.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]