

Service Cancellation Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Cable Company Name]

[Customer Service Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to formally request the cancellation of my cable television service with the account number [Your Account Number]. Please consider this letter as my official notice of cancellation, effective immediately.

Due to [brief reason for cancellation, e.g., "financial constraints" or "relocation"], I have decided to discontinue my service.

I would appreciate a confirmation of the cancellation and any final billing information regarding my account.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]