

Service Cancellation Request

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Customer Service Team],

I am writing to formally request the cancellation of my software subscription with [Service Name], effective immediately. My account details are as follows:

Name: [Your Name]

Email associated with the account: [Your Email]

Account Number: [Your Account Number]

I appreciate the service provided thus far; however, I have made the decision to discontinue my subscription. Please confirm the cancellation of my account and ensure that no further charges are processed.

Thank you for your prompt attention to this matter. I look forward to receiving confirmation of my cancellation.

Sincerely,

[Your Name]

[Your Contact Information]