

# Service Cancellation Request

[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 Name],

I am writing to formally request the cancellation of my subscription for [Service Name], associated with the account number [Account Number]. I would like the cancellation to be effective immediately/on [desired cancellation date].

Thank you for your prompt attention to this matter. Please confirm the cancellation of my subscription at your earliest convenience.

Sincerely,

[Your Name]