

Account Discontinuation Notice

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Company Name],

This letter serves as a formal notice of my decision to discontinue my account with [Company Name], effective immediately. My account number is [Account Number].

Please confirm the cessation of services and ensure that no further charges are applied to my account.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]