

Cancellation Notice

Date: [Insert Date]

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Cancellation Notice

Dear [Recipient's Name],

I am writing to formally notify you of the cancellation of my [service/contract/appointment] with [Company Name], effective immediately. My account number is [Account Number].

As per the terms of the agreement, I understand that I am liable for the following cancellation fees:

- Cancellation Fee: \$[Amount]
- Outstanding Balance: \$[Amount]

Please process my cancellation and confirm it in writing. I request that you provide a detailed statement including the fees incurred.

Thank you for your attention to this matter.

Sincerely,

[Your Name]