

# Final Confirmation of Service Cancellation

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Dear [Customer Name],

We are writing to confirm the cancellation of your service with us, effective immediately as requested.

Your account number is: [Account Number]

Please note that any outstanding balances must be settled by [Final Payment Due Date].

We appreciate the time you have spent with us and we hope to serve you again in the future.

If you have any questions, please do not hesitate to contact our customer service team.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]