

# Service Cancellation Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a formal acknowledgment of your request to cancel your service with [Company Name]. We have processed your cancellation effective [Cancellation Date].

We appreciate your business and regret to see you go. If you have any questions or require further assistance, please do not hesitate to contact us at [Company Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]