

# **Cancellation of Housekeeping Service**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Housekeeping Service Provider's Name]

[Provider's Address]

[City, State, Zip Code]

Dear [Provider's Name],

I am writing to formally cancel my housekeeping service scheduled for [date of service]. My account number is [your account number].

Due to [reason for cancellation - optional], I am unable to continue with the service. I would appreciate it if you could confirm the cancellation and ensure that no further charges will be applied to my account.

Thank you for your understanding and the services provided thus far.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]