

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, ZIP Code]

Subject: Service Cancellation Request

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my account with you, effective immediately. My account number is [Account Number].

Please confirm that my account has been canceled and that no further charges will be made. If there are any final transactions or information needed from my end, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]