

Service Cancellation Acknowledgment

Date: [Insert Date]

From: [Your Company Name]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We acknowledge the receipt of your request for cancellation of service dated [Insert Cancellation Request Date]. This letter serves as confirmation that your service with [Your Company Name] will be terminated effective [Insert Termination Date].

We understand that you have decided to change your service provider, and we respect your decision. Please be assured that we will take the necessary steps to ensure a smooth transition.

If you have any questions or need further assistance during this process, feel free to contact us at [Your Contact Information].

Thank you for being a valued customer. We wish you all the best with your new service provider.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]