

Service Cancellation Acknowledgment

Date: _____

Client Name: _____

Client Address: _____

City, State, Zip: _____

Dear [Client Name],

We hereby acknowledge the receipt of your request for the cancellation of services effective [Cancellation Effective Date]. We have processed your cancellation and would like to confirm that your account will be closed on this date.

If you have any outstanding invoices or matters needing your attention, please address them prior to the cancellation date to avoid any disruptions.

Thank you for the opportunity to serve you. We appreciate your business and hope to assist you again in the future.

Best regards,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]