

Service Cancellation Acknowledgment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hereby acknowledge the receipt of your request for the cancellation of the service contract (Contract Number: [Contract Number]) dated [Contract Start Date]. This letter serves as confirmation that your request has been processed and the contract will terminate effective [Contract Termination Date].

We appreciate the opportunity to have served you and regret that this relationship has ended. Should you need any assistance in the future or have any questions regarding your final billing, please do not hesitate to reach out to us.

Thank you for your business, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]