

# **Cancellation of Electronic Rent Payment Service**

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord's Name or Property Management Company]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally request the cancellation of my electronic rent payment service effective immediately. My tenant account number is [Insert Account Number].

Due to [brief reason for cancellation, if desired], I have decided to discontinue this service.

Please confirm the cancellation of my electronic rent payment service by [Insert Confirmation Date]. If you require any further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]