

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Cancellation of [Service/Subscription/Contract Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the cancellation of my [service/subscription/contract] with [Company Name], effective immediately.

Account Number: [Your Account Number]

Service/Subscription Start Date: [Start Date]

I would appreciate your prompt attention to this matter and any confirmation regarding the cancellation. Please let me know if there are any outstanding balances or further actions needed from my side.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]