

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Cleaning Provider's Name]
[Cleaning Provider's Address]
[City, State, Zip Code]

Dear [Cleaning Provider's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my cleaning service with your company, effective [effective date].

I would like to take this opportunity to thank you for the services provided thus far. However, due to [brief reason for cancellation, if desired], I have decided to discontinue my service at this time.

Please confirm the cancellation of my account and any final billing details at your earliest convenience.

Thank you for your understanding.

Sincerely,
[Your Name]