

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

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Cancellation of [Service/Subscription/Order]

Dear [Company Name/Customer Service],

I am writing to formally request the cancellation of my
[service/subscription/order] with [Company Name], effective immediately.

My account details are as follows:

- Account Name: [Your Name]
- Account Number: [Your Account Number]

I request written confirmation of the cancellation. Please let me know if
there are any final steps I need to complete on my part.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]