

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

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

Subject: Cancellation of [Service Name/Account Number]

Dear [Service Provider's Name or Customer Service],
I am writing to formally request the cancellation of my [service name]
account, with the account number [Your Account Number], effective
immediately.

My reasons for cancellation are [briefly state your reasons if you wish,
e.g., financial constraints, moving, dissatisfaction with service].
Please confirm the cancellation of my account and ensure that no further
charges will be applied. I request a confirmation of this cancellation in
writing.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]