

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

Dear [Recipient Name],

Subject: Cancellation of [Service/Subscription/Contract]

I am writing to formally request the cancellation of my
[service/subscription/contract] with [Company Name], effective
immediately as of [desired cancellation date]. My account number is [Your
Account Number].

Please consider this letter as a formal notification of my decision to
cancel. I would appreciate a confirmation of the cancellation and any
final statements required for my records.

Thank you for your attention to this matter.

Sincerely,
[Your Name]