

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name or Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name or Customer Service Team],
Subject: Cancellation of [Service/Subscription/Contract]
I am writing to formally request the cancellation of my
[service/subscription/contract] with [Company Name], effective [desired
cancellation date]. My account number is [your account number].
Please confirm the cancellation of my [service/subscription] in writing,
and inform me of any final charges or procedures that need to be
completed.
Thank you for your assistance in this matter.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]