

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Cancellation of [Service/Subscription/Order Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my [service/subscription/order] with [Company/Organization Name], effective immediately.

Details of my account are as follows:

- Name: [Your Name]
- Account Number: [Account Number]
- Service/Subscription: [Name of Service or Product]

I would appreciate a confirmation of the cancellation and any necessary steps I should follow moving forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]