

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Subject: Cancellation of eWallet Service

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the cancellation of my eWallet service, associated with the account number [Your Account Number], effective immediately.

Please confirm the cancellation of my account in writing and ensure that any outstanding balance is settled.

Thank you for your attention to this matter. Please let me know if you require any further information.

Sincerely,  
[Your Name]