

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

Dear [Company Name or Contact Person's Name],

Subject: Cancellation of HVAC Service

I hope this message finds you well. I am writing to formally notify you that I wish to cancel my HVAC service contract with [Company Name], effective immediately.

My account details are as follows:

- Account Name: [Your Name]
- Account Number: [Your Account Number]

Please confirm the cancellation of my service and ensure that no further charges will be applied to my account.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]