

[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: Cancellation of [Service/Subscription/Order]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my
[service/subscription/order] with [Company/Organization Name], effective
immediately. My account number/reference number is [Your Account
Number/Reference Number].

Please confirm the cancellation of my [service/subscription/order] and
ensure that no further charges are applied to my account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]