

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

Customer Service

JB Hi-Fi

[JB Hi-Fi Address]  
[City, State, Zip Code]

Dear JB Hi-Fi Customer Service,

Subject: Service Cancellation Request

I am writing to formally request the cancellation of my service associated with account number [Your Account Number]. The effective date of cancellation should be [Desired Cancellation Date].

Please confirm the cancellation of my service and any further actions I may need to take. If there are any outstanding balances or items that need to be addressed, kindly let me know.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]