

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

[Date]
[Service Provider's Name]
[Service Provider's Address]
[City, State, ZIP Code]

Subject: Request for Service Cancellation

Dear [Service Provider's Name or Customer Service Team],
I hope this message finds you well. I am writing to formally request the cancellation of my service with [Service Provider's Name], effective [desired cancellation date].

My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Service Type: [Type of Service, e.g., internet, phone, etc.]

Please confirm the cancellation of my service and provide any further instructions regarding final billing or equipment return, if applicable.
Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]