

[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: Service Cancellation Request

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my service with account number [Your Account Number], effective immediately.

Please confirm the cancellation and provide any necessary information regarding final charges or next steps.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]