

[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]

Dear [Service Provider's Name or Customer Service Team],

Subject: Request for Service Cancellation

I am writing to formally request the cancellation of my service with [Service Provider's Name], effective immediately. My account number is [Your Account Number], and the service in question is [Service Type/Name].

Please consider this letter as my official notice of cancellation. I would appreciate your confirmation of the cancellation and any instructions regarding the final billing or equipment return, if applicable.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]