

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Cancellation of LNB Service

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the cancellation of my LNB service under account number [Your Account Number], effective immediately.

Please confirm the cancellation of my service and inform me of any necessary steps I need to take. I would appreciate an email confirmation regarding the finalization of this cancellation.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]