

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

Customer Service

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

Subject: Request for Service Cancellation

Dear Customer Service,

I am writing to formally request the cancellation of my service with [Company Name], account number [Your Account Number]. I have decided to discontinue my service effective [Desired Cancellation Date].

Please let me know if there are any final steps needed from my side to complete this cancellation. I would appreciate written confirmation of the cancellation and any final details regarding my account.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]