

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

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

Subject: Request for MC Number Cancellation

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the cancellation of my MC number, [Your MC Number], associated with [Your Company Name, if applicable].

Due to [briefly explain reason for cancellation, e.g., business closure, change of operations, etc.], I no longer require the MC number.

Please process my cancellation request at your earliest convenience and confirm the successful termination of my MC number. If you need any further information or documentation, do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]