```
[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Customer Service
QKRX
[Company Address]
[City, State, Zip Code]
Subject: Service Cancellation Request
Dear QKRX Customer Service,
I am writing to formally request the cancellation of my service with
QKRX. My account details are as follows:
- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Service Type: [Type of Service]
I understand that there may be terms and conditions related to the
cancellation process, and I would appreciate your prompt confirmation of
the cancellation along with any final statements.
Thank you for your attention to this matter. Please let me know if you
require any further information.
Sincerely,
[Your Signature (if sending a hard copy)]
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[Your Printed Name]