

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

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

Subject: Cancellation Confirmation for [Service/Item Name]

Dear [Recipient Name],

I am writing to confirm the cancellation of my [service/item] under the registration/customer ID [Your ID/Registration Number].

As per our previous communication on [Date of Cancellation Request], I appreciate your assistance in processing this cancellation. Please acknowledge that my account has been canceled and that no further charges will be applied.

Should you have any questions, feel free to reach out to me using the contact information provided above.

Thank you for your attention to this matter.

Sincerely,
[Your Name]