

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

Subject: Cancellation of Remote Control Service

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request the cancellation of my remote control service, effective [desired cancellation date]. My account number is [your account number].

Please confirm the cancellation and ensure that no further charges will be applied to my account. I appreciate your assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]