

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

Dear [Recipient's Name or Customer Service],

Subject: Request for Remote Control Cancellation

I hope this message finds you well. I am writing to formally request the cancellation of my remote control subscription for the account associated with the following details:

- Account Number: [Your Account Number]
- Service/Plan Type: [Name of the Remote Control Service/Plan]

I would appreciate if you could confirm the cancellation and inform me of any final steps or outstanding obligations on my part.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]