

[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 Cancellation of [Service/Subscription/Order]

Dear [Recipient Name],

I am writing to formally request the cancellation of my  
[Service/Subscription/Order] with the account number/reference number  
[Your Account/Order Number] effective immediately.

Please consider this letter as my official notice of cancellation as per  
the terms and conditions outlined in our agreement. I would appreciate a  
confirmation of this cancellation and any final statements that need to  
be addressed.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]