

[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]