

[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 of Registration/Subscription

Dear [Recipient Name],

I am writing to formally request the cancellation of my registration/subscription with [Service/Organization Name], effective immediately. My account details are as follows:

- Account/Registration Number: [Your Account Number]
- Name associated with the account: [Your Full Name]

Please confirm the cancellation of my account and notify me of any final steps or outstanding payments, if applicable.

Thank you for your assistance in this matter.

Sincerely,  
[Your Name]