

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

[Recipient Name]
[Recipient's Office/Company Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Cancellation Notice

Dear [Recipient Name],

I am writing to formally notify you of the cancellation of my [specific service, subscription, or membership] effective [cancellation date]. My account number is [your account number].

I request that you confirm the cancellation and provide any necessary information regarding the final steps, if applicable.

Thank you for your attention to this matter.

Sincerely,

[Your Name]