

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

Dear [Recipient Name],

Subject: Termination of Service

I am writing to formally notify you of my decision to terminate the [specific service] provided by [Company Name], effective [termination date].

According to my records, the account number associated with this service is [account number]. In accordance with the terms of our agreement, I request that you confirm the termination of this service and provide any necessary final billing information.

Please let me know if there are any outstanding issues that need to be resolved prior to the termination date. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]