

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

[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Cancellation of Remote Control Service

Dear [Recipient's Name or Customer Service Department],

I am writing to formally request the cancellation of my remote control service, effective immediately.

Account Number: [Your Account Number]

Service Address: [Your Service Address]

I would appreciate a written confirmation of this cancellation and any final statements related to my account.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]