

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

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inform you that I would like to cancel my snow removal service scheduled for [specific date or season]. Due to [reason for cancellation, e.g., changes in my circumstances, budget constraints, etc.], I no longer require these services.

Please confirm the cancellation of my snow removal service at your earliest convenience. If there are any pending charges or procedures I need to follow, please let me know.

Thank you for your understanding.

Sincerely,
[Your Name]