

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

[Certificate Authority Name]
[Certificate Authority Address]
[City, State, Zip Code]

Subject: Request for TLS Certificate Cancellation

Dear [Certificate Authority Contact Name or "Customer Support"],
I am writing to formally request the cancellation of our TLS certificate with the following details:

- **Certificate Name:** [Your Certificate Name]
- **Common Name (CN):** [Your CN]
- **Serial Number:** [Certificate Serial Number]
- **Expiration Date:** [Expiration Date]

The reason for this cancellation is [reason for cancellation, e.g., "we are no longer using this domain," "we have migrated to another provider," etc.].

Please confirm the cancellation of this certificate and let me know if there are any further steps required on our end.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]