

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

Customer Service
Toronto Transit Commission
1900 Yonge Street
Toronto, ON M4S 1Z2

Subject: Service Cancellation Request

Dear TTC Customer Service,

I am writing to formally request the cancellation of my TTC service. My details are as follows:

- Name: [Your Name]
- TTC Account Number: [Your Account Number]
- Service Type: [Type of Service, e.g., Monthly Pass, Presto Card, etc.]

I would like to cancel my service effective [Cancellation Date]. Please confirm the cancellation and any further necessary steps on my part.

Thank you for your assistance.

Sincerely,
[Your Name]