

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

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

Dear [Recipient's Name],

Subject: Waiver Cancellation Request

I hope this message finds you well. I am writing to formally request the cancellation of my waiver for [specific service or program], which was initiated on [date of waiver].

Due to [brief explanation of reason for cancellation, if desired], I am no longer able to proceed with the services covered by this waiver.

Please acknowledge this letter as a formal request to terminate any agreements associated with the waiver. I would appreciate a confirmation of this cancellation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]