

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Service Provider's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Cancellation of Service

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my service with [Company Name], effective [Cancellation Date]. My account number is [Account Number].

Please confirm the cancellation of my service and the cessation of any further billing associated with it.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]