

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

[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Service Cancellation Request

Dear [Company Name/Customer Service],

I am writing to formally request the cancellation of my service with  
[Service/Product Name] associated with my account number [Your Account  
Number].

Please consider this letter as my official notice of cancellation,  
effective [Desired Cancellation Date].

I would appreciate a confirmation of my cancellation request and any  
final statements or necessary actions required on my part.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]