

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

Customer Service

WFAA

[WFAA Address]
[City, State, Zip Code]

Subject: Service Cancellation Request

Dear WFAA Customer Service,

I am writing to formally request the cancellation of my service with WFAA, effective immediately. My account number is [Your Account Number]. Due to [brief reason for cancellation, e.g., personal reasons, moving out of the area, etc.], I have decided to discontinue my service.

Please confirm the cancellation of my account and any final billing details. If there are any further steps needed from my side, do let me know.

Thank you for your assistance.

Sincerely,
[Your Name]