

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

Dear [Recipient's Name],

Subject: Cancellation Request

I am writing to formally request the cancellation of [specific service/product] with [Company's Name], effective immediately. My account number is [Account Number], and my order number is [Order Number].

I have decided to discontinue my [service/product] for [brief reason if necessary]. I would appreciate it if you could provide confirmation of the cancellation and any necessary information regarding outstanding balances or final charges.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]