

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Subject: Cancellation of [Service/Product]

Dear [Recipient Name],

I am writing to formally request the cancellation of my [service/product] with [Company Name], account number [account number], effective immediately.

Please confirm the cancellation and advise if there are any final steps I need to complete. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]