

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

Customer Service

Xtra Co NZ

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

Dear Xtra Co NZ Customer Service,

Subject: Service Cancellation Request

I am writing to formally request the cancellation of my service with Xtra Co NZ. My account number is [Your Account Number].

Please consider this letter as my official notice of cancellation, as per the terms of service. I would appreciate a confirmation of the cancellation and any final details regarding my account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]