

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

YKK Customer Service

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

Dear YKK Customer Service,

Subject: Service Cancellation

I am writing to formally request the cancellation of my service with YKK, effective immediately. My account number is [Your Account Number].

Please confirm the cancellation of my service and let me know if there are any further actions required on my part. I would appreciate a written confirmation of this cancellation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]