

# Account Cancellation Letter

Dear [Name],

I am writing this letter to inform you that I would like to cancel my account with your company effective immediately. I have enjoyed doing business with your company in the past, but circumstances have changed and I am no longer in need of your services.

I would appreciate it if you could confirm the cancellation of my account in writing, and provide me with any necessary instructions on how to return any equipment or materials that may be required.

Please let me know if there are any outstanding balances on my account, and how to settle them. I would like to ensure that all payments are made in full before the account is closed.

Thank you for your understanding and cooperation in this matter. Please let me know if there is any further information or documentation required to facilitate the cancellation process.

Sincerely,

[Your Name]