

Service Cancellation Letter

Subject: Cancellation of Service Subscription

Dear [Service Provider's Name],

I would like to request the cancellation of my service subscription with your company, effective [desired cancellation date]. The account is registered under the name [your name] with account number [account number].

While I have been satisfied with your service, I am making this change due to [specific reason such as financial adjustment, relocation, or switching providers]. Please ensure that all automatic billing or renewals are stopped as of the cancellation date.

Kindly confirm the completion of this cancellation process and provide any final invoice if applicable.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

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