

Cancellation Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Designation/Position (if applicable)]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Cancellation Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the cancellation of

[Service/Subscription/Contract] associated with my account/registration with [Company/Organization Name]. The relevant details of my account are as follows:

- Account Number: [Account Number (if applicable)]
- Subscription ID: [Subscription ID (if applicable)]
- Contract Number: [Contract Number (if applicable)]
- Service Description: [Briefly describe the service you are canceling]

I regret to inform you that, due to personal circumstances, I am no longer in a position to continue with the said service/subscription/contract. As a result, I kindly request that my account be canceled effective from [desired cancellation date, usually 30 days from the date of the letter].

Please ensure that no further charges are applied to my account after the cancellation date, and kindly confirm the completion of the cancellation process in writing or via email.

I understand that there might be certain procedures and formalities required for processing this cancellation request. If there are any specific forms or documentation that I need to complete to facilitate this process, please inform me as soon as possible.

Furthermore, I would appreciate your assistance in refunding any remaining balance, if applicable, after the cancellation has been processed.

I genuinely value the service provided by [Company/Organization Name] in the past, and this decision is solely due to my current circumstances. I sincerely hope that I may have the opportunity to avail of your services again in the future.

Thank you for your understanding and prompt attention to this matter. If you have any questions or need further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

I look forward to your confirmation of the cancellation and the resolution of any related matters.

Yours sincerely,

[Your Name]

[Your Signature (if sending a physical letter)]

(Attach if sending a physical letter)