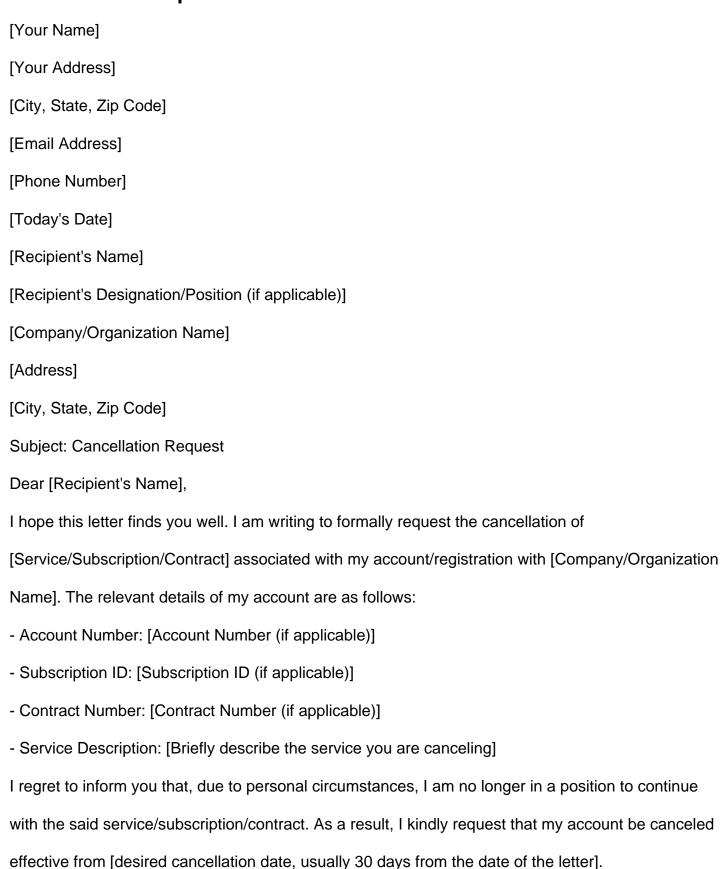
## **Cancellation Request Letter**



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)