

# Formal Service Cancellation Request Letter

Subject: Request to Cancel Service Subscription

Dear [Service Provider],

I am writing to formally request the cancellation of my service subscription with account number [XXXX]. While I have appreciated the services provided, I no longer require this subscription and would like it terminated effective [desired cancellation date].

Please confirm the cancellation in writing and advise if there are any final payments or formalities required on my part. I kindly request that you ensure no further charges are applied to my account after the cancellation date.

Thank you for your attention to this matter. I look forward to receiving written confirmation at your earliest convenience.

Sincerely,

[Your Name]

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