

Serious Cancellation Request Letter with Complaint

Subject: Urgent Cancellation Request

Dear [Company Name],

I am requesting the immediate cancellation of my subscription with account number [XXXX].

Unfortunately, I have faced repeated issues with the service quality, including [describe issues briefly]. Despite attempts to resolve these matters, the problems have continued.

Given these circumstances, I am compelled to cancel my subscription effective immediately. Please confirm cancellation in writing and ensure that I am not charged further. I would also appreciate a statement confirming my account has been closed.

Sincerely,

[Your Name]

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