

Professional Response to Customer Cancellation

Subject: Response to Your Service Cancellation Request

Dear [Customer Name],

We acknowledge receipt of your request to cancel your [Service Name] subscription, effective [Cancellation Date]. We regret to see you go and appreciate the time you have used our services. Please be informed that any pending invoices will be settled as per our terms. If there are specific reasons for your cancellation, we would appreciate your feedback to improve our services.

Sincerely,

[Your Name]

[Company Name]

[Customer Support/Accounts Department]

Get more templates here:

<https://www.lettersandtemplates.com/letters/response-letter-to-cancellation-of-service>