

Formal and Direct Response

Subject: Important Information Regarding Your Service Cancellation

Dear [Customer Name],

This letter is to confirm that we have received your request to cancel [Service Name], effective [Cancellation Date]. Please ensure that all outstanding payments are settled to avoid disruption or additional charges.

We value your feedback and encourage you to share any concerns that led to this decision.

Sincerely,

[Your Name]

[Company Name]

[Customer Relations]

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