

Empathetic service cancellation

Subject: Request to Cancel [Service Name]

Dear [Service Provider Name],

Due to personal reasons, I must cancel my [Service Name] account [Account Number]. I greatly appreciate the service provided and request confirmation of cancellation along with any necessary steps for closure.

Warm regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/service-cancellation-letter>