

Service Cancellation Letter

I regret to inform you that I'm cancelling my service contract with you under the name of [xxxx]. I'm satisfied with your service and don't have any major complaints, but I simply won't be needing it anymore.

Please consider this letter as a formal cancellation notice. Kindly inform me if there's a need to fill a cancellation form or some other formality. Please revert back confirming the service cancellation.

Provided below are my account number and other relevant information that you may need. Please contact me if you need any further assistance in this regards. Thank you very much for everything and good luck.

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