

Service Cancellation Letter

Please be informed that I'm planning to discontinue the [water delivery] service provided by [Company X] by the end of the month due to following reasons:

- 1) Reason 1
- 2) Reason 2
- 3) Etc...

Enclosed with this letter are the account number, initial invoice, contract copy, and other relevant information to help process my request. Should you require additional information, please don't hesitate to contact me. I'm expecting a formal confirmation from your side that the service has been cancelled as requested above.

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