

Service Cancellation Letter

I hereby request from you to cancel the [service name] and close my account effective [some date].

I'm really disappointment from your service and find it inadequate. I would expect much better service from a company of your calibre.

[Describe what happened and how their service wasn't good]

I'm sorry that matters had to reach this far, but the responsibility falls on your part. I really hope someone in charge reads this and acts accordingly for the sake of other customers.

If there is anything that I need to do to complete the cancellation process, please inform me. If not, then I'm expecting a formal notice stating that service was successfully cancelled.

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