

Service Cancellation Letter

Dear [Service Provider],

I regret to inform you that I am cancelling my service with your company, effective immediately. I have been a customer with your company for [length of time] and have appreciated the quality of your services. However, due to unforeseen circumstances, I must terminate my contract.

Please be advised that I have already fulfilled any outstanding payments and obligations that were required on my account. I would appreciate your prompt response in confirming the cancellation of my service and any further action required from my end.

I would like to take this opportunity to thank you for your service and assistance in the past and hope that there will be a chance for us to work together again in the future.

Sincerely,

[Your Name]

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