

# CANCELLATION LETTER

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title (if applicable)]  
[Company/Organization Name (if applicable)]  
[Recipient's Address]  
[City, State, ZIP Code]

Subject: Cancellation of [Service/Subscription/Contract/Appointment] - [Account/Contract Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the cancellation of my [Service/subscription/contract/appointment] with [Company/Organization Name], effective as of [Effective Date]. The purpose of this letter is to provide formal notice of my intent to terminate our agreement.

I have thoroughly reviewed the terms and conditions of our agreement and have taken the necessary steps to ensure compliance with any notice periods or requirements specified therein. Please consider this letter as my formal written notice in accordance with those terms.

[Optional: If applicable, express gratitude for the service provided:]

I want to take a moment to express my sincere gratitude for the [service/subscription] that I have enjoyed with [Company/Organization Name]. Your commitment to excellence and the outstanding [quality/support/features] have greatly enriched my experience. While my decision to cancel is due to [briefly mention your reason, such as changing needs, financial considerations, or other relevant factors], I genuinely appreciate the positive experiences I've had with your [service/subscription].

[Include any relevant details regarding the agreement:]

Our agreement details are as follows:

[Account/Contract Number]: [Your Account/Contract Number]

[Service/Subscription Name]: [Name of Service/Subscription]

[Start Date]: [Effective Start Date]

[End Date (if applicable)]: [Effective End Date, if known]

[Include any specific instructions or expectations:]

I kindly request that you process this cancellation promptly and provide written confirmation of the cancellation to my email address, [Your Email Address], or my mailing address as indicated above. Please ensure that any further billing or charges cease as of the effective date mentioned above.

[Optional: Express willingness to cooperate:]

I am willing to cooperate in any necessary steps to facilitate a smooth transition and ensure the cancellation process is as seamless as possible.

I would like to thank you for your attention to this matter and your prompt handling of my request. If you require any additional information or have specific instructions, please do not hesitate to contact me at [Your Phone Number] or via email at [Your Email Address].

Thank you once again for your services, and I appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Full Name]