

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

FINAL NOTICE OF CANCELLATION

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Cancellation - [Account/Policy/Contract Number]

Dear [Recipient Name],

This letter serves as formal and final notification that your [Account/Policy/Contract] with [Your Company Name] will be officially cancelled effective [Effective Date of Cancellation].

Despite previous notifications sent on [Date of First Notice] and [Date of Second Notice], we have not received the necessary [Payment/Documentation/Action] required to maintain your account in good standing. Consequently, all services, coverage, and benefits associated with this account will cease on the date mentioned above.

To avoid the finalization of this cancellation, you must provide [Specific Action Required] no later than [Deadline Time/Date].

Please acknowledge receipt of this notice by signing below and returning a copy to our office, or ensure you sign the USPS Return Receipt provided by the mail carrier.

Sincerely,

[Your Name/Department]

[Your Company Name]

[Your Phone Number]

ACKNOWLEDGMENT OF RECEIPT

I, [Recipient Name], hereby acknowledge receipt of this Final Notice of Cancellation.

Signature: _____ Date: _____