

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Information Regarding Your Cancellation Request

Dear [Customer Name],

We have received your request to cancel your [Product/Service Name] associated with account number [Account Number].

This letter outlines the steps of the cancellation process and what you can expect moving forward:

- **Processing Period:** Your request is currently being processed and will be completed by [Date].
- **Final Billing:** A final invoice will be issued on [Date]. This will include any outstanding balances up to the official cancellation date.
- **Equipment Return:** Please return [List Equipment] to our nearest service center or via the prepaid shipping label provided by [Date].
- **Access:** Your access to [Service/Platform] will remain active until [Expiration Date].

If you have any questions or if you wish to reverse this decision, please contact our support team at [Phone Number] or [Email Address].

Thank you for the opportunity to serve you.

Sincerely,

[Your Name/Department]

[Company Name]