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advice women can trust
Logo will not print with document

Insert Date

Addressee Name
Company Name
Street Address
City, State, Zip

Insert Greeting (Mr./Ms./Miss/Mrs./Dr., etc) Last Name:

Please accept this letter as a formal request to cancel (insert company name's) account with your organization immediately. The account number is (insert account number).

If you require additional information, please call me at (insert phone number) or contact me in writing via email at (insert email address) or postal mail at the address detailed in the footer of this letter.

Thank you for your prompt attention to this matter.

Regards,

Insert Your Name, Insert Your Title