

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

Subject: Cancellation Request

Dear Carlo Loiudice

I am writing to formally request the cancellation of [product/service]

I appreciate your prompt attention to this matter.

I would like to cancel the following product/service:

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Reason of the cancellation

Thank you for your attention to this matter. I trust that you will process my cancellation request in a timely manner. I would like to express my appreciation for the services provided thus far.

Sincerely,

Date \_\_\_\_\_

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[Your Full Name]

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Signature