# Service Cancellation Confirmation

**Purpose:** This document serves as confirmation that the service cancellation request has been processed. It summarizes key details regarding the cancellation and provides information about any next steps or outstanding matters.

Dear **{name}**,

We are writing to confirm that your request to cancel the **{serviceName}** service, effective as of **{cancellationDate}**, has been successfully completed.

**Account Reference:**{accountNumber}

**Summary of Cancellation:**

* **Service:** {serviceName}
* **Cancellation Effective Date:** {cancellationDate}
* **Requested On:** {requestDate}
* **Reason Provided:***{cancellationReason}*

{#hasOutstandingBalance}

**Outstanding Balance:**

Your account currently has an outstanding balance of **{outstandingAmount}**. Please ensure this amount is settled by **{dueDate}** to avoid any additional fees.

{/hasOutstandingBalance}

{^hasOutstandingBalance}

**Account Status:** Your account is currently clear, and there is no balance due.

{/hasOutstandingBalance}

{#hasRefund}

**Refund Information:**

You are eligible for a refund of **{refundAmount}**.The refund will be processed to your original payment method within **{refundProcessingDays}** business days.

{/hasRefund}

**Returned Equipment:**

{#equipmentToReturn}

* {itemName} - Serial Number: {serialNumber}

{/equipmentToReturn}

{^equipmentToReturn}

No equipment is required to be returned.

{/equipmentToReturn}

**Final Invoice or Statement:**

You will receive your final invoice or statement by **{finalStatementDate}**.

If you have any further questions, or if you wish to reactivate your service in the future, please do not hesitate to reach out to us.

Thank you for being a valued customer.

Sincerely,  
**{companyName} Customer Service Team**