

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Store Name]  
[Store Address]  
[City, State, Zip Code]

**Subject: Notice of Layaway Agreement Cancellation**

Dear [Manager Name or Store Department],

I am writing to formally request the cancellation of my layaway agreement, effective immediately. Below are the details regarding my account:

- **Layaway Account Number:** [Account Number]
- **Date of Agreement:** [Date Started]
- **Description of Items:** [Description of Goods]

I understand that per the terms of our original agreement, a cancellation fee of [Amount] may apply. Please process my refund for the remaining balance of [Total Amount Paid minus Cancellation Fee] to my original form of payment.

Please provide written confirmation that this account has been closed and that the refund has been processed.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]