

Telecommunication Service Termination Notice

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider Name]

[Service Provider Address]

[City, State, Zip Code]

Dear [Customer Service Department/Specific Contact Name],

I am writing to formally notify you of my decision to terminate my telecommunications services with [Service Provider Name], effective [Termination Date]. My account number is [Account Number].

As per the terms of service, I am providing this notice [number of days] days in advance.

Please confirm the receipt of this notice and provide any necessary information regarding the final billing and return of equipment.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]