

Telecom Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,
Customer Service Department
[Telecom Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Account Closure Request

Dear Customer Service Team,

I am writing to formally request the closure of my telecom account with the following details:

- Account Number: [Your Account Number]
- Account Holder Name: [Your Name]

Due to [insert reason for closure, e.g., relocation, dissatisfaction with services, etc.], I would like to terminate my account effective immediately/after the billing cycle ends (please specify your preference).

Please confirm the closure of my account and any final billing details at your earliest convenience. I request that all personal information associated with my account be deleted as per privacy regulations.

Thank you for your assistance in this matter.

Sincerely,
[Your Name]