

Telecom Plan Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request the termination of my telecom plan associated with the account number [Insert Account Number]. I wish for this termination to be effective as of [Insert Desired Termination Date].

Reasons for termination: [Briefly state the reason if you wish].

Please confirm the termination of my plan and any final billing necessary to settle my account.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]