

Telecom Service Termination Request

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

[Date]

[Telecom Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Termination of Telecom Services

Dear [Customer Service Department/Specific Name],

I am writing to formally request the termination of my telecom services with [Telecom Company Name] associated with account number [Your Account Number]. I request that this termination be effective as of [Last Service Date].

Due to [reason for termination - e.g., financial constraints, moving, unsatisfactory service], I have decided to discontinue my service. Please confirm the termination date and any final billing details required to complete this process.

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

Sincerely,
[Your Name]