

Unsubscribe Request Letter

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,

I am writing to formally request the cancellation of my telecommunications services with your company. My account number is [Insert Account Number]. I would like to unsubscribe effective immediately.

Please confirm the cancellation of my account and any final charges that may apply. I would appreciate receiving written confirmation of the termination.

Thank you for your attention to this matter.

Sincerely,

[Your Name]