

Request to Terminate Telecom Services

Date:

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

Dear Sir/Madam,

I am writing to formally request the termination of my telecom services with your company. Below are the details of my account:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Service Address: [Your Service Address]
- Contact Number: [Your Contact Number]

Please consider this letter as my formal request for the cessation of all services, effective immediately. I request you to confirm the termination of my services and ensure that no further charges are incurred.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]