

Telecom Subscription Cancellation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my telecom subscription with [Telecom Company Name]. My account number is [Your Account Number].

Please consider this letter as my formal notice to cancel my subscription effective immediately. I understand that I may be responsible for any outstanding charges or fees associated with this cancellation.

Thank you for your prompt attention to this matter. Please confirm the cancellation of my subscription via email or postal mail.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]