

Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to formally notify you that I wish to cancel my current telecom service plan with [Telecom Company Name], effective [Insert Cancellation Date]. My account number is [Account Number].

Please confirm the cancellation of my account and any final billing details at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]