

Account Termination Notice

Date: [Insert Date]

To: [Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Address]

Dear [Customer Name],

We regret to inform you that your telecom account with us will be terminated effective [Insert Termination Date]. This decision has been made due to [insert reason for termination, e.g., non-payment, violation of terms, request by customer].

Please note that any outstanding balance must be settled before the termination date to avoid penalties. Additionally, [insert any information regarding the return of equipment, final bills, etc.].

If you have any questions regarding this notice, please do not hesitate to contact our customer service at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]