

Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To,

Customer Service

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Cancellation of Telecom Services

Dear Sir/Madam,

I am writing to formally request the cancellation of my telecom services with [Telecom Company Name]. My account number is [Your Account Number]. Please consider this letter as my official notice of cancellation, effective [Desired Cancellation Date].

Kindly confirm the cancellation of my services and any final billing details that may apply. I would appreciate a confirmation of this request at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]