

Service Termination Notice

Date: [Insert Date]

To,

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We are writing to inform you that your telecom service with us will be terminated as of [Insert Termination Date]. This decision has been taken due to [reason for termination, if applicable].

Please ensure that all outstanding payments are settled by the termination date to avoid any further charges. If you have any questions or require assistance, feel free to contact our customer service at [Customer Service Phone Number].

Thank you for your past patronage. We appreciate your business and wish you the best in your future communications.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]