

# Telecom Service Withdrawal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Withdrawal of Telecom Services**

Dear [Customer Service Manager/Company Name],

I am writing to formally request the withdrawal of my telecom services associated with account number [Your Account Number], effective immediately. Due to [brief explanation of the reason, e.g., relocation, financial reasons, etc.], I have decided to discontinue my service.

Please consider this letter as my formal notice of withdrawal. I would appreciate it if you could confirm the cancellation of my services and provide any further steps needed from my end.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]