

Request for Discontinuation of Telecom Service

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Telecom Provider's Name]
[Provider's Address]
[City, State, Zip Code]

Dear [Customer Service Department/Specific Contact Name],

I am writing to formally request the discontinuation of my telecom service, account number [Your Account Number], effective immediately or as soon as possible.

Due to [reason for discontinuation, e.g., financial constraints, relocation, etc.], I have decided to terminate my service. Please confirm the final billing details and the effective date of cancellation.

I appreciate your prompt attention to this matter. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]