

# Notice of Termination of Telecom Service

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We are writing to inform you that your telecom service privileges with [Company Name] will be terminated effective [Termination Date]. This decision is based on [brief reason for termination, e.g., repeated non-payment, service abuse, etc.].

Please note that any outstanding balances must be settled before the termination date to avoid further penalties. We encourage you to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email] for any queries or assistance regarding your account.

We appreciate your understanding in this matter and thank you for your previous patronage.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]