

Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Telecom Company Name] Customer Service,

I am writing to formally notify you of my intent to cancel my residential telecom service, with the account number [Your Account Number], effective [Desired Cancellation Date].

Please confirm the cancellation of my service and ensure that no further charges are applied to my account. I would appreciate a written acknowledgment of this cancellation at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]