

# Service Cancellation Request

Customer Name: [Your Full Name]

Account Number: [Your Account Number]

Address: [Your Address]

Date: [Current Date]

To:

Customer Service Team

[Telecom Company Name]

[Company Address]

Subject: Request for Service Cancellation

Dear Customer Service Team,

I am writing to formally request the cancellation of my telecom services associated with the account number mentioned above. Due to [your reason for cancellation, e.g., relocation, dissatisfaction, etc.], I have decided to discontinue my services effective immediately.

Please consider this letter as my official notice of cancellation and ensure that my account is closed within the company's policy guidelines. Additionally, I request that you send me a confirmation of the cancellation along with any final billing statements if applicable.

Thank you for your prompt attention to this matter. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]