

Service Cancellation Update

Dear [Customer's Name],

We would like to inform you that your request to cancel your telecom service dated [Date of Request] has been processed.

Your service will officially be discontinued effective [Cancellation Date]. All associated charges will cease from this date onwards. We appreciate your time with us and regret to see you go.

If you have any questions or need further assistance, please feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your past patronage.

Sincerely,

[Your Name]

[Your Title]

[Telecom Company Name]

[Company Contact Information]