

# Notification of Service Cancellation and Deposit Refund

Date: [Insert Date]

To,

[Customer Name]

[Customer Address]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that your telecom service with [Telecom Company Name] has been successfully cancelled as per your request received on [Cancellation Request Date].

As part of our cancellation policy, we are processing a refund of your security deposit amounting to [Deposit Amount]. This refund will be credited to your bank account associated with your billing details within [Number of Days] business days.

We appreciate your patronage during the course of your service with us and hope to serve you again in the future.

For any further inquiries, please feel free to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Telecom Company Name].

Sincerely,

[Your Name]

[Your Position]

[Telecom Company Name]

[Telecom Company Contact Information]