Notice of Cancellation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

I am writing to formally notify you of the cancellation of my telecom service account due to issues related to my recent plan renewal.

Despite my efforts to resolve these issues, including [briefly describe any previous communications or attempts for resolution], I have been unable to achieve a satisfactory solution.

Therefore, I request that you cancel my account effective immediately and confirm this cancellation in writing. My account details are as follows:

Account Number: [Insert Account Number]

Service Address: [Insert Service Address]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]