

# Service Line Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally notify you that I wish to terminate my service line with [Service Provider's Company Name], effective [Termination Date].

My account number is [Account Number].

Please confirm the termination of this service in writing and provide information regarding any final billing or outstanding amounts.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]