

Service Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Cable Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Department],

I am writing to formally request the termination of my cable subscription with your company, effective [Insert Termination Date]. My account number is [Insert Account Number].

Due to [reason for termination, if you wish to include], I have decided to discontinue my service. I would appreciate a confirmation of the cancellation and any final billing details sent to my email address listed above.

Thank you for your assistance.

Sincerely,

[Your Name]