

# Service Termination Request

Date: [Insert Date]

To,  
Customer Service Department  
[Internet Service Provider Name]  
[Provider Address]  
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request the termination of my internet service with your company. My account number is [Insert Account Number]. I would like the service to be disconnected effective [Insert Termination Date].

While I appreciate the service provided, I have decided to discontinue my subscription for personal reasons. Please confirm the termination of my service and ensure that no further charges are applied to my account.

Thank you for your attention to this matter. Should you require any further information, please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address].

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]