

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Internet Service Provider's Name]

[Provider's Address]

[City, State, Zip Code]

Dear [Provider's Customer Service Team],

I am writing to formally request the discontinuation of my internet service with [Provider's Name], effective [last date of service, e.g., "30 days from the date of this letter"]. My account number is [Your Account Number].

While I have appreciated the services provided, I have decided to [state reason if desired, e.g., "switch to a different provider."].

I kindly request a confirmation of the cancellation and that any final charges are sent to me by [method of communication, e.g., "email"].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]