

Service Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Cable Provider's Name]

[Provider's Address]

[City, State, Zip Code]

Dear [Cable Provider's Customer Service],

I am writing to formally request the cancellation of my cable service due to my recent relocation. My account number is [Your Account Number], and my service address was [Your Service Address].

My new address is as follows:

[New Address]

[City, State, Zip Code]

Please process this cancellation effective [Desired Cancellation Date]. If there are any final charges or equipment return instructions, kindly inform me.

Thank you for your assistance. I appreciate the service that was provided during my time as a customer.

Sincerely,

[Your Name]