

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Customer Service  
Cable Provider Name  
Cable Provider Address  
City, State, Zip Code

Dear Customer Service,

I am writing to formally request the cancellation of my cable service associated with account number [Your Account Number], effective [Desired Cancellation Date].

Due to my decision to switch to a different provider, I no longer wish to maintain services with your company. Please confirm that my service will be canceled and provide any final billing details.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]