

# **Internet Service Cancellation Request**

**Your Name**

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

**Customer Service Department**

[Internet Service Provider Name]

[Provider Address]

City, State, Zip Code

Dear Customer Service,

I am writing to formally request the cancellation of my internet service with your company. My account number is [Insert Account Number]. I would like the cancellation to take effect on [Insert Desired Cancellation Date].

Please confirm the cancellation of my service and any final billing details. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,  
[Your Name]