

# Letter of Intent to Cancel Internet Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Internet Service Provider's Name]

[Provider's Address]

[City, State, Zip Code]

Dear [Customer Service Department/Provider's Name],

I am writing to formally request the cancellation of my internet service with your company, effective [Insert Cancellation Date]. My account number is [Insert Account Number].

While I have appreciated the service provided, I have decided to discontinue my internet service for personal reasons.

Please confirm the cancellation of my service and any final billing details associated with this process. I expect my final bill will reflect the cancellation date as specified.

Thank you for your attention to this matter.

Sincerely,

[Your Name]