

# Notice of Internet Service Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

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

I have appreciated your services; however, due to [brief reason, if desired], I have decided to discontinue my internet service.

Please confirm the cancellation and any final charges that may be applicable to my account.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]