

Request to Discontinue Internet Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Internet Service Provider's Name]

[Provider's Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Name],

I am writing to formally request the discontinuation of my internet service with your company. My account number is [Your Account Number]. I would like the service to be disconnected effective [Desired Disconnection Date].

Please confirm the cancellation of my service and the date it will be disconnected. Additionally, I would appreciate a final bill detailing any outstanding amounts.

Thank you for your attention to this matter.

Sincerely,

[Your Name]