

# Phone Contract Cancellation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

## **Subject: Cancellation of Phone Contract Due to Job Loss**

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my phone contract with [Service Provider's Name], account number [Your Account Number], due to an unforeseen job loss. My employment was terminated on [Date of Job Loss], which has significantly impacted my financial situation.

As per your policy regarding contract cancellations under extenuating circumstances, I kindly ask you to process my cancellation request effective immediately without any penalties. Please let me know if you require any documentation regarding my employment status.

Thank you for your understanding in this matter. I look forward to your prompt response confirming the cancellation of my contract.

Sincerely,

[Your Name]