

Cancellation of Satellite Radio Plan

Date: [Insert Date]

To: [Satellite Radio Company Name]

Address: [Company Address]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request the cancellation of my satellite radio plan, effective immediately. My account number is [Insert Account Number], and the name on the account is [Your Name].

Due to [reason for cancellation - optional], I have decided to discontinue my service. Please confirm the cancellation of my account and ensure that no further charges are applied to my billing method.

Thank you for your attention to this matter. I look forward to your prompt confirmation of the cancellation.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]