

Service Termination Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Customer Service

[Satellite Radio Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request the termination of my satellite radio service, effective immediately. My account number is [Insert Account Number].

Please confirm the cancellation of my service as well as any final billing details. I request the closure of my account and assurance that no further charges will be incurred.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]