

Cancellation of Mobile Plan

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request the cancellation of my mobile phone plan with [Company Name], effective immediately after the expiration of my current contract on [Contract Expiration Date]. My account number is [Account Number].

While I have appreciated the services provided, I have decided to explore other options that better suit my current needs.

Please confirm the cancellation of my plan and ensure that no further charges will be incurred on my account. I would appreciate a written confirmation of the cancellation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]