

Mobile Plan Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Name],

I am writing to formally request the cancellation of my mobile plan with account number [Your Account Number], effective immediately due to temporary unavailability of service.

Unfortunately, I have encountered ongoing issues that have affected my ability to utilize the plan as intended.

Please confirm the cancellation of my plan, and let me know if there are any final steps I need to complete or charges that may apply.

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

Sincerely,

[Your Name]