

Mobile Plan Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Mobile Service Provider Name]

[Provider Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request the cancellation of my mobile plan with [Provider Name], effective immediately. My account number is [Account Number].

After careful consideration, I have determined that the current plan does not meet my usage needs. I have been experiencing [briefly explain lack of usage, e.g., "a consistent overage in data" or "insufficient calling minutes"], and this has prompted my decision to discontinue the service.

Please confirm the cancellation of my account and ensure that no further charges apply. I would appreciate a written confirmation via email.

Thank you for your assistance.

Sincerely,

[Your Name]