Mobile Plan Cancellation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Mobile Service Provider Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my mobile phone plan with your company, effective [desired cancellation date]. My account number is [Account Number].

Due to personal reasons, I find it necessary to discontinue my service. I would appreciate your assistance in ensuring that my account is closed and that no further charges are applied after the cancellation date.

Thank you for your understanding and prompt attention to this matter. Please confirm the cancellation in writing.

Sincerely,

[Your Name]