

# Mobile Plan Cancellation Request

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service Department

Mobile Carrier Name

Carrier Address

City, State, Zip Code

Dear Customer Service,

I am writing to formally request the cancellation of my mobile plan with your carrier. My account number is [Your Account Number]. I have decided to switch to another carrier and would like to ensure a smooth transition.

Please consider this letter as my official notice for cancellation, effective [Desired Cancellation Date]. According to the terms of service, I understand that I am required to provide a [Notice Period, e.g., 30 days] notice.

If there are any final steps I need to take, please inform me at your earliest convenience. I would appreciate confirmation of my cancellation once processed.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]