

Application for Phone Line Discontinuation

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]

Subject: Request for Discontinuation of Phone Line

Dear [Service Provider's Customer Service/Manager's Name],

I am writing to formally request the discontinuation of my phone line associated with the account number [Insert Account Number].

Due to [reason for discontinuation], I have decided to discontinue the service effective [desired effective date].

Please confirm the discontinuation of my line and ensure that no further charges will be added to my account after the effective date.

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

Sincerely,

[Your Name]