

Cancellation Request for Telephone Service

To: [Service Provider's Name]

[Service Provider's Address]

[City, State, ZIP Code]

Date: [Current Date]

Dear Customer Service,

I am writing to formally request the cancellation of my telephone service account with your company. My account number is [Your Account Number].

Please consider this letter as my official notice of cancellation, effective immediately or as per the terms outlined in my service agreement.

If any further information or action is required to complete this cancellation, please let me know at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]