

Request to Discontinue Phone Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Service Provider's Name]

[Service Provider's Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to formally request the discontinuation of my phone service with your company, effective immediately. My account number is [Your Account Number].

Please confirm the cancellation of my service and ensure that no further charges are applied to my account. I would appreciate it if you could send me a confirmation of this cancellation via email or postal mail.

Thank you for your assistance in this matter. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]