

Letter for Disconnection of Telephone Line

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the disconnection of my telephone line associated with the following account details:

Account Holder Name: [Your Account Name]

Telephone Number: [Your Telephone Number]

Account Number: [Your Account Number]

Please proceed with the disconnection of the aforementioned telephone line effective [Desired Disconnection Date]. I request you to confirm the disconnection date and any final billing details at your earliest convenience.

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

Sincerely,

[Your Name]