

Letter of Intent to Sever Phone Line Connection

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]

Dear [Service Provider's Customer Service Team],

Subject: Request to Sever Phone Line Connection

I am writing to formally request the disconnection of my phone line, associated with the account number [Your Account Number], effective [Desired Disconnection Date].

This decision is based on [brief explanation of reason, e.g., relocation, financial reasons, etc.]. Please confirm the cessation of service on or before the specified date. Additionally, I would appreciate any final billing details or instructions to ensure the smooth termination of my account.

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

Sincerely,

[Your Name]