

# Notification of Phone Line Termination

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally notify you that your phone line associated with account number [Account Number] will be terminated effective [Termination Date].

This decision is due to [reason for termination]. Please ensure that any outstanding charges related to this account are settled by the termination date.

If you have any questions or need further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Email Address].

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]  
[Company Contact Information]