

Request for Phone Line Disconnection

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

Customer Service Department

[Service Provider Name]

[Service Provider Address]

[City, State, Zip Code]

Subject: Request for Phone Line Disconnection

Dear Sir/Madam,

I am writing to formally request the disconnection of my phone line with the following details:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Phone Number: [Your Phone Number]

Please process this request by [Insert Desired Disconnection Date]. I would appreciate a confirmation of this disconnection once it has been completed.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]