

# Urgent Request for Telephone Line Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the immediate cancellation of my telephone line associated with the account number [Your Account Number]. Due to [reason for cancellation, e.g., relocation, financial reasons], I need this service to be terminated as soon as possible.

Please confirm the cancellation in writing and provide details about any final billing or next steps required on my part. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]