

Cancellation of Voice Mail Service Activation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Service Provider Name]

[Service Provider Address]

[City, State, Zip Code]

Dear [Service Provider],

I am writing to formally request the cancellation of my voice mail service that was recently activated on my account, with the account number [Your Account Number].

Due to [reason for cancellation], I have decided to discontinue this service effective immediately. I would appreciate it if you could confirm the cancellation and ensure that no further charges are applied to my account.

Please let me know if you require any additional information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]