

Service Cancellation Request

Date: [Insert Date]

To: [Service Provider's Name]

Address: [Service Provider's Address]

Subject: Request for Cancellation of Phone Service

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my phone service account with the following details:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Service Address: [Your Service Address]

As per the terms of service, I understand that I am required to provide notice of cancellation. This letter serves as my official notice for the cancellation effective [Requested Cancellation Date].

Please confirm the cancellation of my service and let me know if there are any final bills or outstanding matters that need to be addressed.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]