

Service Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Service Provider's Name]

[Provider's Address]

[City, State, Zip Code]

Dear [Provider's Name],

I am writing to formally request the termination of my service with [Service Name] effective [Desired Termination Date]. My account number is [Your Account Number].

Please confirm the termination of my account and any final charges that may be due. I would appreciate it if you could send me a written confirmation once the service has been terminated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]