

# Telecommunication Service Cancellation Authorization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Customer Service

[Telecommunication Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Authorization for Account Cancellation

Dear Customer Service,

I, [Your Name], am writing to formally request the cancellation of my telecommunication service account with [Telecommunication Company Name]. My account number is [Account Number]. I authorize all necessary actions to process this cancellation as of [Desired Cancellation Date].

Please confirm the cancellation of my account and inform me of any final billing details or outstanding obligations.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]