

Professional cancellation request

Subject: Request for Internet Service Cancellation - Account #[Your Account Number]

Dear Customer Service Team,

I am writing to formally request the cancellation of my internet/broadband service effective [Date].

My account details are as follows: Account Number: [Account Number], Service Address: [Full Address], Phone Number: [Contact Number].

I would like to schedule the disconnection for [Specific Date] and arrange for the return of any equipment including modem, router, or cable boxes. Please confirm the return process and provide a prepaid shipping label if applicable.

I request written confirmation of this cancellation and a final bill showing any outstanding charges or refunds due. Please ensure no further charges are applied to my account after the disconnection date.

Thank you for your service during my subscription period. I look forward to your prompt response regarding this cancellation request.

Sincerely,

[Your Full Name]

[Date]

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