

Cancellation due to death of account holder

Subject: Internet Service Cancellation - Deceased Account Holder

Dear Customer Service,

I am writing to notify you of the death of your customer, [Deceased Name], and to request immediate cancellation of the internet service at [Address]. Account Number: [Number].

I am the [relationship: spouse/child/executor] and am handling the deceased's affairs. Enclosed please find a certified copy of the death certificate as proof of death.

Please cancel the service effective [Date of Death] and provide a final bill for any outstanding charges. Any refunds for prepaid services should be processed according to your standard procedures for deceased account holders.

I will arrange for equipment return if needed. Please contact me at [Your Phone] or [Your Email] for any questions or to coordinate equipment pickup.

Please remove the deceased's name from all marketing lists and ensure no further bills or communications are sent to the service address.

Thank you for your prompt attention to this matter during this difficult time.

Respectfully,

[Your Full Name]

[Your Relationship to Deceased]

[Your Contact Information]

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