

Mobile Phone Cancellation Letter

Dear [Mobile Phone Provider],

I am writing to inform you that I wish to cancel my mobile phone service with your company. My account number is [insert account number here], and my phone number is [insert phone number here].

I am canceling my service for the following reasons [optional, provide reasons if you want to share it with the provider].

Please confirm in writing that my account has been closed and that there will be no further charges.

I would appreciate it if you could also provide me with information on any outstanding balances that need to be paid.

I will return any equipment provided by your company within the next [insert number of days here] days. Please let me know if there are any specific instructions on how to return the equipment.

Thank you for your cooperation in this matter.

Sincerely,

[Your Name]