

Formal request for cancellation of mobile phone contract

Subject: Request for Mobile Phone Contract Cancellation

Dear Customer Service,

I am writing to formally request the cancellation of my mobile phone contract with [Provider's Name], effective [desired date]. My account number is [account number], and the phone number associated with this account is [phone number].

Please confirm the termination date and provide me with a final statement of any outstanding balance or charges. I would appreciate a written confirmation of the cancellation for my records.

Thank you for your attention to this matter. I look forward to your confirmation.

Sincerely,

[Your Name]

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