

Company account mobile service cancellation

Subject: Termination of Business Mobile Phone Contract

Dear [Provider's Name],

On behalf of [Company Name], I am requesting the cancellation of our corporate mobile phone services linked to account [account number]. The cancellation should be effective as of [date].

Kindly provide us with a summary of final charges and confirm the termination in writing. We also request details about the process of returning devices or SIM cards, if applicable.

Thank you for your cooperation.

Regards,

[Authorized Person's Name]

[Position, Company Name]

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