Telephone Connection Cancellation Letter Format

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State ZIP Code]

Subject: Request for Telephone Connection Cancellation

Dear Sir/Madam,

I am writing this letter to request the cancellation of my telephone connection with immediate effect. My account number is [insert account number]. Due to certain personal reasons, I am unable to continue the services provided by your company.

I request you to kindly cancel the telephone connection with immediate effect and provide me with a confirmation of the same. I also request you to waive off any outstanding dues, if any.

I would like to thank you for providing me with your services in the past and appreciate the customer support provided by your company. I would also like to request you to provide me with a final bill for the services rendered by your company.

Please let me know the further process that needs to be followed to complete the cancellation process.

Thank you for your cooperation.

Sincerely,

[Your Name]