

Formal Cancellation Request

Subject: Request for Cancellation of Telephone Connection

Dear Customer Service Team,

I am writing to formally request the cancellation of my telephone connection with your service.

The details of my connection are as follows: [Customer ID/Telephone Number].

I kindly request that the cancellation be processed effective from [desired date]. Please confirm the completion of this cancellation and provide a final settlement bill for any outstanding dues.

Additionally, I would appreciate a written confirmation that the account has been fully closed.

Thank you for your prompt assistance. I have appreciated your services and look forward to a smooth completion of this request.

Sincerely,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/telephone-connection-cancellation-letter-format>