

Official Termination Request

Subject: Termination of Telephone Connection

Dear Sir/Madam,

This letter serves as my official request to terminate my telephone connection with account number [XXXXXXX]. I request the cancellation to take effect from [specific date]. Please arrange for a final bill settlement and refund of any deposit amount associated with my connection.

Kindly issue a written acknowledgment confirming the disconnection and closure of my account. I trust this will be handled with due diligence.

Yours faithfully,

[Your Name]

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