[Your Address]

[Town]

[City]

[Post Code]

Date:

[Service Providers details]

[Street]

[Town]

[Post code]

Dear [Mobile Service Provider]

CANCELLATION OF SERVICE

I am writing to request the cancellation of my mobile phone service account with your company, as of [date]. The account number is [insert account number], and the phone number associated with the account is [insert phone number].

I am cancelling the account because [provide reason for cancellation]. [You may explain here the reason for cancelling the service.]

I would appreciate it if you could confirm the cancellation in writing and provide details on any outstanding balance on the account that needs to be paid. Please also confirm the last date of service and when the final bill will be issued.

I would also like to take this opportunity to express my appreciation for the services your company has provided during my time as a customer.

Please let me know if there are any further steps I need to take to complete the cancellation process.

Thank you for your prompt attention to this matter.

Yours sincerely

[sign here]

 [Your Name]