

Template 1: Straightforward Request

Subject: Request for Internet Service Disconnection – [Your Account Number]

Dear [Service Provider's Name],

I hope this letter finds you well. I am writing to formally request the disconnection of my internet service associated with Account Number [Your Account Number], registered under the name [Your Name], located at [Your Service Address].

After careful consideration, I have decided to terminate my internet service due to [Reason for disconnection: moving to a new location, financial reasons, switching to another service provider, etc.]. I request that the service be discontinued effective [Date of Disconnection], adhering to the notice period as per the terms and conditions of our agreement.

I would appreciate it if you could provide a final statement detailing any outstanding charges, including the prorated amount for the current billing cycle up to the disconnection date. Additionally, please inform me of the process for returning any equipment provided by your company, if applicable.

Should there be any further information or documentation required from my end to facilitate this request, please do not hesitate to contact me at [Your Phone Number] or via email at [Your Email Address].

Thank you for your prompt attention to this matter. I look forward to receiving confirmation of my service disconnection and any subsequent steps I need to take.

Sincerely,

[Your Name]

[Your Contact Information]

