

Template 2: Detailed Explanation

Subject: Termination of Internet Service – Account No. [Your Account Number]

Dear [Service Provider's Name],

I am reaching out to initiate the termination of my internet service, currently provided under Account Number [Your Account Number]. The service is registered in my name, [Your Name], and is installed at the following address: [Your Service Address].

The decision to terminate my internet service has not been made lightly. Due to [Specify the reason: changes in personal circumstances, dissatisfaction with the current service, etc.], I find it necessary to request the cessation of my internet connection. I kindly ask for the service to be terminated on [Date of Disconnection], in line with the contractual obligations outlined in our service agreement.

To ensure a smooth transition, I would be grateful if you could provide:

- A detailed final bill indicating any remaining dues or credits.
- Instructions for the return of any leased equipment, including modems or routers.
- Confirmation of the disconnection date and any actions required from my side.

Please feel free to reach out to me for any clarifications or further information you might need to process this request. You can contact me at [Your Phone Number] or via email at [Your Email Address].

I appreciate your assistance and prompt response to this matter. Thank you for your understanding and cooperation.

Warm regards,

[Your Name]
[Your Contact Information]