

Template 3: Emphasizing Customer Service Feedback

Subject: Request for Cancellation of Internet Service – Customer Account: [Your Account Number]

Dear [Service Provider's Name],

I trust this message reaches you well. My name is [Your Name], and I am currently subscribed to your internet services under Account Number [Your Account Number], with the service address located at [Your Service Address].

With a heavy heart, I must request the discontinuation of my internet service, effective [Date of Disconnection]. This decision stems from [Reason for disconnection: exploring alternative services, unsatisfactory service experience, etc.], which I believe could be valuable feedback for your team to enhance service quality for your customers.

To facilitate this process, I kindly request:

- A confirmation of the receipt of this termination request and the scheduled disconnection date.
- A final billing statement that includes any adjustments or prorated charges until the disconnection date.
- Detailed instructions for returning any of your equipment that is in my possession.

I am available to discuss this request further or provide any additional information you might require. Please contact me at [Your Phone Number] or [Your Email Address].

I want to take a moment to thank you for the services provided during my subscription period. I hope that my feedback contributes positively to your ongoing efforts to improve customer satisfaction.

Thank you for your attention to this matter and for facilitating a smooth termination process.

Best regards,

[Your Name]
[Your Contact Information]