

## Termination Letter Template

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[ISP's Name]  
[ISP's Address]  
[City, State, Zip Code]

Dear [ISP's Representative Name],

I am writing to request the termination of my internet service, account number [Your Account Number], effective [End Date]. [Optional: Insert reason for disconnection].

[Include any specific instructions or inquiries here, particularly regarding equipment return or final billing queries.]

Please send written confirmation of my service's termination and details concerning the final bill. Should there be any procedures for account closure or equipment return, kindly inform me promptly.

Thank you for your attention to this request and for the services provided during my tenure as your customer.

Sincerely,

[Your Name]