

Company Name:
Address Line 1
Address Line 2
City, State, ZIP
Phone:
Date:

To:
Telecom Service Provider Name
Provider Address Line 1
Provider Address Line 2
City, State, ZIP

Subject: Termination of Corporate Telecom Services

Dear Sir/Madam,

We are writing to formally notify you of our intent to terminate our corporate telecom services with your company, effective from . This decision pertains to the following account:

Account Name:
Account Number:
Service Type(s):

We request that all ongoing services linked to the above account be discontinued as of the effective termination date. Please confirm the settlement of any outstanding dues on our account and provide written confirmation of service termination.

Kindly advise regarding equipment return, if applicable, and any necessary next steps to complete this process.

Thank you for your cooperation.

Sincerely,

Name:
Title:
Company Name: