

Date:

To:
[Telecom Company Name]
[Address Line 1]
[Address Line 2]

Subject: Termination of Corporate Telecom Service

Dear Sir/Madam,

We, [Your Company Name], would like to formally notify you of our intention to terminate our corporate telecom services with your company, effective [Effective Date].

Please consider this letter as our official notice of termination, as per the terms and conditions laid out in our existing agreement (Account/Reference Number:).

Kindly arrange for the cessation of all services and confirm the closure of our account. We request that you provide us with the final invoice and details regarding the return or removal of any company equipment, if applicable.

Please let us know if you require any further information or action from our end.

Thank you for your service.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]