

## **Cancellation Request Letter**

[Your name]

[Your street address]

[Your city, state, zip]

[Person addressed to]

[Date]

[Business name]

[Business street address]

[Business city, state, zip]

Dear sir or madam:

I would like to cancel my Premium Cable Television Service contract beginning [date], which is effective [date]. I'm cancelling the service because I'm moving to satellite TV. As per my agreement, I have enclosed the final monthly payment of \$00. Furthermore,

Please contact me at the number below. My contract number is [include contract or customer number to help the company find your records]. My house phone number is [insert it here].

Please let me know if you have received this letter by phone or email. Thank you for your time in resolving this issue.

Sincerely,

[signature]

[type your name here]