To,

[Name of Recipient]

[Designation of Recipient]

[Name of the Company]

Date:

**Subject: Internet Service Termination Letter**

Dear Mr./Mrs. [name of Recipient],

I am writing this letter to formally inform you that I will no longer be requiring your internet services and therefore, I would request a permanent termination of my subscription under my account number [mention account number].

I feel very disappointed to say that the services that I am getting right now from your company are not even close to those that you actually promised to provide. I had filed many complaints for poor and unstable internet connection but no action was even taken to resolve this problem. Therefore, I have finally decided to terminate my subscription of your internet services.

I have already clear all of my dues and I hope that you will take immediate action in this matter. For any queries or further details, feel free to make contact.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]