[Name of Recipient]

[Address of Recipient]

[Name of Organization]

Date:

[Sender’ Name]

[Sender’s Designation]

**Subject: Internet Service Cancellation Letter**

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

I am currently using your student package on subscription number [mention subscription/membership number]. I always enjoyed and appreciated your high quality services but now I would like to have my subscription cancelled with your company.

I would no longer be requiring your internet services as I am moving out of state. So I would like you to cancel my subscription and request you to refund me any unused fee on my account. (if it’s not the case with you, don’t include this sentence).

Please make sure to send me a written confirmation in this regard, within the next 15 days to fulfill my request.

Thanking you!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]