

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Federal Communications Commission
445 12th Street SW
Washington, DC 20554
Subject: Service Termination Notice

Dear FCC,

I hope this letter finds you well. I am writing to formally notify the FCC regarding the termination of services provided by [Service Provider Name] under the account number [Account Number].

The effective date of termination will be [Termination Date]. This decision has been taken for the following reasons:

1. [Reason 1]
2. [Reason 2]

Please ensure that no further charges are applied to my account post-termination date. I request a written confirmation of the termination and verification that my account has been closed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]