

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Termination of LNB Service

I am writing to formally request the termination of my LNB service effective [termination date].

My account details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]

Please confirm the termination of my service and any final billing details by [specific date if applicable].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]