

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

Customer Service

Ooma, Inc.

[Company Address]  
[City, State, ZIP Code]

Subject: Request for Service Cancellation

Dear Ooma Customer Service,

I am writing to formally request the cancellation of my Ooma service associated with the account number [Your Account Number].

Please consider this letter as my official notice to terminate my service effective [Desired Cancellation Date].

I would appreciate a confirmation of the cancellation and any final billing details.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]