

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

Verizon Wireless

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

Subject: Cancellation Notice for Account #[Your Account Number]

Dear Verizon Wireless Customer Service,

I am writing to formally request the cancellation of my Verizon Wireless account, effective [desired cancellation date]. My account number is [Your Account Number].

Please confirm the cancellation and provide any final billing details at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]