

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

Verizon Wireless

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

Subject: Request for Service Cancellation

Dear Verizon Wireless Customer Service,

I hope this letter finds you well. I am writing to formally request the cancellation of my Verizon Wireless service associated with the account number [Your Account Number].

Please consider this letter as my official notice for service termination effective [Desired Cancellation Date]. I kindly ask you to stop all services and charge my account no further after this date.

I would appreciate a confirmation of my cancellation and any final billing statements sent to my email address or home address noted above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]