

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

Verizon Wireless

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

Subject: Request for Termination of Service

Dear Verizon Wireless Customer Service,

I am writing to formally request the termination of my Verizon Wireless service for account number [Your Account Number], effective immediately. I understand that any outstanding balance must be settled, and I would appreciate a confirmation of the termination and any final billing information.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]