

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

Customer Service

Verizon Wireless

[Verizon Address]

[City, State, Zip Code]

Subject: Service Cancellation Request

Dear Verizon Wireless Customer Service,

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

I would like the cancellation to take effect on [Desired Cancellation Date]. Please confirm that no further charges will be applied to my account following this cancellation date.

Thank you for your attention to this matter. If you require any further information, please feel free to contact me at the phone number or email address listed above.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]