

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

Customer Service

ZTE Corporation

[ZTE Address]

[City, State, ZIP Code]

Subject: Service Cancellation Request

Dear ZTE Customer Service,

I hope this message finds you well. I am writing to formally request the cancellation of my service with ZTE, effective immediately. My account details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Service Type: [Type of Service]

Please confirm the cancellation of my service and ensure that no further charges will be applied to my account. I would appreciate receiving a written confirmation stating that my service has been cancelled.

Thank you for your prompt attention to this matter. If you require any further information, feel free to contact me at the information provided above.

Sincerely,

[Your Name]