

Business internet service cancellation

Subject: Business Internet Service Cancellation Request

Dear Business Customer Service,

Please process the cancellation of our business internet service for the following account:

Business Name: [Company Name]

Account Number: [Business Account Number]

Service Address: [Business Address]

Authorized Contact: [Your Name, Title]

Our business is [closing/relocating/consolidating] and we no longer require internet service at this location effective [Date]. We need to ensure proper coordination of the disconnection to minimize business disruption.

Please provide details regarding:

- Equipment return procedures and schedules
- Final billing and any outstanding charges
- Early termination fees and possible waivers
- Service disconnection scheduling options

As an authorized representative of [Company Name], I request written confirmation of this cancellation and all related financial obligations. Please send all correspondence to [Business Address] or [Email].

We appreciate your business partnership and professional service during our subscription period.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Business Contact Information]

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