lovetoknow
advice women can trust
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Today's Date

Your name
Your street address
Your city, state, zip

Person addressed to
Business name
Business street address
Business city, state, zip

Dear sir or madam:

Effective (today's date), I would like to cancel my contract for your Premium Cable Television Service. I am cancelling the service because I am switching to satellite television service. I have enclosed my final monthly payment of $30.00, as per my contract.

For your reference, my contract number is (include contract or customer number to help the company find your records). My home telephone number is (insert number here).

Please confirm receipt of this letter by telephone or email (include your email address). Thank you for your prompt attention to this matter.

Sincerely,

(signature)

(type your name here)