Your address

Date

The company’s address

 Dear Sir/Madam,

**RE: CANCELLETION OF THE CONTRACT**

I am writing to cancel my mobile phone contract which is to expire on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I also request to cancel all the direct debit and any standing order by end of the contract. I would like my number to be transferred to a pay as you go.

As required by the Terms and Conditions I am providing the company with one month's notice for the cancellation of the said contract.

Mobile number xxxxxxxxxxx

Account number xxxxxxxxxxx

Address: Your address

DOB xxxxxxx

I am looking forward to receiving in writing your confirmation of the cancellation of my contract.

Yours faithfully,

Your signature