[Todays Date]

[Your First Name] [Your Last Name]

[Your Street Address] [No.]

[Your City] [State] [Zip]

[Mobile Phone Company Name]

[Mobile Phone Company Street Address] [No.]

[Mobile Phone Company Zip] [State] [City]

**Cancellation of phone contract: [contract number]**

Dear Sir or Madam,

I am writing to cancel my mobile phone contract which is to expire on [expire date].

For your reference, my contract number is [contract number]. My telephone number is [telephone number].

I also request to cancel all the direct debit and any standing order by end of the contract.

Please confirm receipt of this letter by telephone or email [email address].

Thank you for your prompt attention to this matter.

Sincerely,

[First name] [Last name]