

TO: PLDT
SUBJECT: Request of Line Termination
FROM: _____
DATE: _____

To whom it may concern:

I am writing to request for account termination as I no longer need the services I subscribed to. The account details are below.

Account Name: _____

Account Number: _____

Telephone Number: _____

Address: _____

Should there be anything else I need to settle or do for this request to move forward, please let me know right away so I can take action immediately.

I look forward to your prompt action.

Signed: