BT PLC

My home address is:

Correspondence Centre Durham

DH98 1BT

Today’s date:

**I’d like to cancel my account.**

Dear Sir/Madam,

I’m writing to let you know I want to end my contract with BT for the following products:

TV

Broadband

Phone package (my landline number is )

Sorry for the bad news. But after a bit of thought I’ve decided to move on and get everything I need from another supplier. You’ll find my details below.

**My account number is:**

I’d be really grateful if you could cancel my services from today’s date and let me know that everything’s been taken care of as soon as you can.

Yours faithfully,