

*The material in this letter provides a template for a basic situation – this is not legal advice. Each individual's situation is unique and may require more than what is provided in this template. Speak with a licensed attorney before completing and sending this letter. It is always best to consult with an attorney regarding your legal rights and responsibilities specific to your particular situation before making a decision or taking action.*

## TEMPLATE LETTER FOR TERMINATION OF TELEPHONE SERVICE CONTRACT

### Instructions

- (1) Meet with a licensed attorney at an armed-service legal assistance office to discuss your specific situation.
- (2) Obtain a copy of your orders to deploy/PCS or a letter from your commanding officer stating your pending deployment.
- (3) Replace the bolded portions in the template with the applicable information.
- (4) Print and sign the letter.
- (5) Attach a copy of your orders to deploy or a letter from your commanding officer.
- (6) Make at least one (1) copy of the letter with all attachments to keep for your own records.
- (7) Send the original letter via certified mail return receipt requested.
- (8) Retain any written response from the service provider for your own records.
- (9) Follow-up with a licensed attorney at an armed-service legal assistance office to address any concerns.

Date

Rank and Full Name  
Street Address  
City, State Zip Code

Service Provider's Name  
Street Address  
City, State Zip Code

RE: **Rank and Full Name's** Cellular Telephone Service Contract - **Account #**

Dear **Sir or Ma'am**:

Pursuant to the Servicemembers' Civil Relief Act ("SCRA") 50 U.S.C. App. Section 535a, this letter is my formal written notice to **Terminate or Suspend** the cellular telephone service contract for the above referenced account.

I am currently serving on active duty with the **Branch of Armed Forces**. I received orders to deploy in support of **Operation Name** for 90 days or longer. The SCRA states a servicemember may terminate a telephone service contracts upon written or electronic notice and providing a copy of military orders. This letter serves as my written notice to **Terminate or Suspend** my service contract as of **Date**.

Under the SCRA, a servicemember may retain his or her telephone number under the contract. A telephone number shall be retained if a servicemember, who relocates for a period of three years or less, re-subscribes to the service within 90 days from the last day of the period of relocation. Furthermore, the SCRA prohibits any early termination charges or penalties.

Please find the copy of **My Orders to Deploy / PCS / Letter from CO**.

If you have any questions or concerns, you may contact me at the above address, or my commanding officer's address on the attached letter.

Respectfully Submitted,

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**Rank and Full Name**

Attachment(s):  
**Orders to Deploy / PCS**  
**Commanding Officer's Letter**