

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Customer Service
Magazine Name
Magazine Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally request the cancellation of my subscription to [Magazine Name], effective immediately. My subscriber ID is [Subscriber ID], and I have been a subscriber since [Start Date].

Please confirm the cancellation of my subscription and ensure that no further charges will be applied to my account.

Thank you for your attention to this matter.

Sincerely,
[Your Name]