

Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Name],

I hope this message finds you well. I am writing to formally request the cancellation of my subscription membership with [Company Name], effective immediately. My account details are as follows:

Membership ID: [Insert Membership ID]

Full Name: [Your Full Name]

Please confirm the cancellation of my account and ensure that no further charges are processed. I would appreciate a confirmation email regarding the successful cancellation of my membership.

Thank you for your assistance.

Sincerely,

[Your Name]