

Automatic Renewal Opt-Out Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request the cancellation of the automatic renewal for my [insert service/product name] associated with account number [insert account number].

According to the terms of service, I understand that I have the right to opt-out of automatic renewal. Please consider this letter as my official request to discontinue any future automatic charges to my payment method following the end of the current subscription period.

For your reference, my account details are as follows:

- Name: [Insert Your Name]
- Email: [Insert Your Email]
- Phone Number: [Insert Your Phone Number]

Please confirm the cancellation of the automatic renewal in writing to my email address provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]