

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Name],

I am writing to formally request the cancellation of my subscription with [Service/Product Name], effective immediately. My account number is [Account Number].

I would appreciate a confirmation of my cancellation and any final statements needed. If you require any further information, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Name]