

Cancellation of Auto-Renewal

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [City, State, Zip]

Email: [Your Email]

Phone Number: [Your Phone Number]

Date: [Date]

To: [Company Name]

Address: [Company Address]

Subject: Cancellation of Auto-Renewal for [Product/Service Name]

Dear [Customer Service Team/Specific Name],

I am writing to formally request the cancellation of the auto-renewal feature for my [Product/Service Name] subscription, associated with my account [Your Account Number or Email Address]. Please consider this letter as my official notice of cancellation.

I do not wish for my subscription to renew automatically on the next billing date, which is scheduled for [Next Billing Date]. Please confirm the cancellation of the auto-renewal and ensure that I will not be charged in the future without my express consent.

Thank you for your prompt attention to this matter. I would appreciate a confirmation email regarding my cancellation request.

Sincerely,

[Your Name]