

Subscription Termination Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally notify you of my decision to terminate my subscription for [Product/Service Name], which is associated with the account number [Your Account Number], effective immediately.

Please process my cancellation and confirm that my subscription has been terminated. I would also appreciate receiving a confirmation of the cancellation via email at [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]