

# Cancellation of Subscription

To Whom It May Concern,

I hope this message finds you well. I am writing to formally request the cancellation of my online service subscription with your company, effective immediately.

My account details are as follows:

- Full Name: [Your Name]
- Email Address: [Your Email]
- Subscription ID: [Your Subscription ID]

Please confirm the cancellation and ensure that I will not be billed for the next subscription period. If there are any further actions required on my part, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]