

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to inquire about the cancellation process for my subscription with [Service Name], associated with the email address [Your Email Address].

Due to [reason for cancellation, e.g., personal reasons, financial constraints], I am considering canceling my subscription. I would appreciate it if you could provide me with information on how to proceed with this cancellation and any potential implications, such as fees or remaining balances.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Phone Number]