

Subscription Cancellation Request

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/Specific Name],

I am writing to formally request the cancellation of my subscription, effective immediately. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Service Plan: [Your Service Plan]

Please confirm the cancellation of my subscription via email and ensure that no further charges will be applied to my account.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]