

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Support Team],

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

Account Name: [Your Account Name]

Subscription ID: [Your Subscription ID]

Please confirm the cancellation of my subscription and ensure that no further charges are processed to my payment method.

Thank you for your assistance.

Sincerely,

[Your Name]