

Subscription Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name] Customer Service,

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

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]
- Email associated with the account: [Your Email]

Please confirm the cancellation of my subscription via email or phone. I would appreciate a confirmation notice detailing that my account has been canceled and that no further charges will be applied.

Thank you for your attention to this matter.

Sincerely,

[Your Name]