

Auto-Renewal Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of my intention to cancel the auto-renewal for my [specify service/subscription] account, effective immediately. My account number is [Your Account Number].

Please confirm the cancellation of my auto-renewal and ensure that no further charges are made to my payment method.

Thank you for your attention to this matter. I would appreciate a written confirmation of the cancellation.

Sincerely,

[Your Name]