

Cancellation Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as confirmation of the cancellation of the auto-renewal for your subscription [insert subscription details, e.g., "to XYZ service"]. Your request has been successfully processed and will take effect immediately.

You will not be billed for the next renewal cycle, and your service will remain active until the end of the current billing period.

If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]