

Subscription Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my subscription to [Service/Product Name], with account number [Account Number]. According to the terms of the subscription agreement, I am providing this notice in compliance with the cancellation policies.

Please consider this letter as my official notice of cancellation effective immediately on [Cancellation Date]. Additionally, I request a confirmation of the cancellation and any applicable final statements reflecting my account balance.

Thank you for your attention to this matter. If you need further information, please feel free to contact me at the information provided above.

Sincerely,

[Your Name]