

# Subscription Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Contact Name],

I am writing to formally request the cancellation of my premium subscription, account number [Insert Account Number], effective immediately. Due to a change in my service needs, I have decided to discontinue my current subscription.

Please confirm the cancellation of my subscription and any associated charges. I would appreciate it if you could provide a confirmation of the cancellation via email or postal mail at your earliest convenience.

Thank you for your assistance, and I appreciate your understanding in this matter.

Sincerely,

[Your Name]