

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request the cancellation of my premium subscription (Account ID: [Your Account ID]) due to financial constraints that I've recently encountered. As much as I value the service you provide, my current situation makes it difficult for me to maintain this subscription.

Please consider this letter as my official request for cancellation effective immediately. I would appreciate it if you could confirm the cancellation of my account and any final procedures associated with it.

Thank you for your understanding and assistance in this matter.

Sincerely,

[Your Name]