

Cancellation Request for Premium Subscription

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request the cancellation of my premium subscription for [Service Name], which I subscribed to on [Subscription Date]. My account details are as follows:

Name: [Your Full Name]

Email associated with the account: [Your Email Address]

Subscription ID: [Your Subscription ID]

Additionally, I would like to inquire about the possibility of a refund for the remaining period of my subscription. I believe I am eligible for a refund based on your cancellation policy.

Please confirm the cancellation of my subscription and provide information regarding the refund process at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Contact Information]