

# Subscription Cancellation and Refund Request

Date: [Insert Date]

Customer Service Team,

I hope this message finds you well. I am writing to formally request the cancellation of my subscription with [Company Name], effective immediately. My account details are as follows:

- Name: [Your Name]
- Email associated with the account: [Your Email]
- Subscription Plan: [Your Plan]
- Account Number: [Your Account Number]

Due to [brief reason for cancellation, e.g., financial constraints, dissatisfaction, etc.], I have decided to discontinue my subscription. I would also like to request a refund for the last payment made on [Insert Date], as per your refund policy.

Please confirm the cancellation of my subscription and the status of my refund at your earliest convenience. Should you require any further information, feel free to contact me at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]