

# Subscription Cancellation Notice

Date: [Insert Date]

To,

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you that I wish to cancel my subscription to [Service/Product Name], effective immediately. My account details are as follows:

Account Name: [Your Name]

Account Number: [Your Account Number]

Subscription ID: [Your Subscription ID]

As per your cancellation policy, I would appreciate it if you could confirm the cancellation of my subscription and ensure that no further charges are applied to my payment method.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]