

Trial Subscription Termination Notice

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

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

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Email Address: [Your Email Address]

I appreciate the opportunity to try your service; however, I have decided not to continue beyond the trial period. Please confirm the cancellation of my trial subscription at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]