

# Confirmation of Subscription Cancellation Request

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request confirmation of the cancellation of my subscription for [Service/Product Name], which I initiated on [Date of Cancellation Request]. My account details are as follows:

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

Please confirm that my subscription has been cancelled and that no further charges will be applied to my account. I would appreciate a written confirmation of this cancellation at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]