

Request to Cancel Unauthorized Subscription

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Company Name/Customer Service],

I am writing to formally request the cancellation of an unauthorized subscription that has been charged to my account. Upon reviewing my recent statements, I noticed a charge for [describe the service or subscription] dated [date of the charge]. I did not authorize this subscription, nor have I used the service.

I kindly ask you to cancel this subscription immediately and refund the amount charged to my account. My account information is as follows: - Account Name: [Your Account Name] - Account Number: [Your Account Number]

I expect to receive confirmation of the cancellation and refund within the next [time frame, e.g., 14 days]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]