

Subscription Cancellation Notice

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service/Specific Name],

I am writing to formally request the cancellation of my subscription for [Service/Product Name], effective immediately.

My account details are as follows:

- Full Name: [Your Full Name]
- Email Address: [Your Email Address]
- Subscription ID/Account Number: [Your Subscription ID]

Please confirm the cancellation of my subscription and ensure that no further charges are applied to my account. If you require any further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]