

Account Deactivation Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request the deactivation of my account with your subscription service. My account details are as follows:

- Name: [Your Name]
- Account Number: [Your Account Number]
- Email Address: [Your Email Address]

Due to [reason for deactivation, e.g., personal reasons, financial considerations, etc.], I have decided to discontinue my subscription. Please process my request to deactivate my account effective immediately.

I would appreciate a confirmation of my account deactivation at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Contact Information]