

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Termination of Subscription Account

Dear [Customer Service/Specific Name],

I am writing to formally request the termination of my subscription account with [Service Name], effective immediately. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Please confirm the cancellation of my account and ensure that I will not be charged any further fees. If there are any outstanding matters that require my attention, please let me know.

Thank you for your prompt attention to this matter. I would appreciate a confirmation of the account termination via email.

Sincerely,

[Your Name]