

Letter of Request to Terminate Subscription Account

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

Customer Service
Company Name
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally request the termination of my subscription account with [Company Name]. My account number is [Your Account Number].

Due to [your reason for termination, e.g., financial constraints, lack of use, etc.], I have decided to discontinue my subscription effective immediately.

Please confirm the termination of my account and ensure that no further charges are applied. I would appreciate receiving confirmation in writing at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]