

# Subscription Account Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my subscription account with [Company Name]. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Subscription Plan: [Your Subscription Plan]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]