

Unsubscribe Request Letter

Date: [Insert Date]

[Service Provider Name]

[Service Provider Address]

[City, State, Zip Code]

Dear [Service Provider Name],

I am writing to formally request the cancellation of my account and to unsubscribe from your service.

Account Information:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Email Address associated with the account: [Your Email Address]

As per your terms and conditions, I would appreciate it if you could confirm the cancellation of my account effective immediately, and ensure that no further charges are incurred.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]