

Subscription Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Person's Name],

I am writing to formally request the cancellation of my subscription, [Subscription Name/Number], effective immediately. My account details are as follows:

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

While I have enjoyed your service, I have recently decided to discontinue my subscription. Please confirm the cancellation of my subscription and ensure that no further charges are applied to my account.

Thank you for your attention to this matter. I look forward to your prompt confirmation.

Sincerely,

[Your Name]