

Inquiry Regarding Subscription Cancellation

Dear [Company Name] Customer Service,

I hope this message finds you well. I am writing to inquire about the process for canceling my subscription with your service. My account details are as follows:

- Name: [Your Name]
- Email associated with the account: [Your Email]
- Subscription Plan: [Your Subscription Plan]
- Account Number: [Your Account Number]

I would like to understand the steps involved in the cancellation process, including any potential fees or required notice periods. Additionally, I would appreciate confirmation of the cancellation once it has been processed.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]