

Cancellation of Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my recurring subscription for [Product/Service Name], which is associated with the account number [Your Account Number].

Please consider this letter as my official notice of cancellation, effective immediately. I would appreciate a confirmation of this cancellation and that no further payments will be processed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]