

Subscription Cancellation Notice

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Company Name] Customer Service,

I am writing to formally request the cancellation of my subscription plan, effective immediately. My account details are as follows:

- Name: [Your Name]
- Email: [Your Email]
- Subscription Plan: [Your Subscription Plan]
- Account Number: [Your Account Number]

Please confirm the cancellation of my subscription and ensure that no further charges are applied to my account. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]