

# Letter of Intent to Cancel Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name],

I am writing to formally notify you of my intent to cancel my subscription for [Service/Product Name], with the account number [Your Account Number], effective immediately.

Please consider this letter as my official request for cancellation as per the terms and conditions stated in our agreement.

Thank you for the service provided during my subscription period.

Sincerely,

[Your Name]