

Notice of Subscription Package Termination

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you that your subscription package with [Company Name] will be terminated effective [Termination Date]. This decision follows your request to cancel your subscription.

If you have any outstanding payments or transactions, please ensure that they are settled by the termination date mentioned above.

We appreciate your time with us and hope to serve you again in the future.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]