

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service

Company Name

Company Address

City, State, Zip Code

Dear Customer Service,

I am writing to formally request the discontinuation of my subscription package with your company, effective immediately. My account number is [Your Account Number].

Due to [brief reason for discontinuation, if desired], I find it necessary to cancel my subscription.

Please confirm the cancellation of my subscription and any final billing details, if applicable.

Thank you for your prompt attention to this matter.

Sincerely,

Your Name