

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service

Company Name

Company Address

City, State, Zip Code

Subject: Request for Subscription Package Cancellation

Dear Customer Service,

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

Account Name: [Your Account Name]

Subscription Package: [Your Subscription Package]

Account Number: [Your Account Number]

I would appreciate it if you could send me a confirmation of the cancellation at your earliest convenience. If there are any necessary steps I need to follow or if any further information is required, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]