

# Subscription Account Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you that I wish to cancel my subscription account with [Company Name], effective immediately. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Subscription Type: [Monthly/Annual/Other]

Please confirm the cancellation of my subscription and ensure that no further charges are applied to my payment method.

Thank you for your attention to this matter.

Sincerely,

[Your Name]