

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Customer Service

[Magazine Name]

[Magazine Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to request the cancellation of my subscription to [Magazine Name]. My account number is [Account Number].

According to your policy, I am notifying you of my cancellation [insert any specific terms or period if applicable]. Please confirm the cancellation and ensure that no further charges are applied to my account.

Thank you for your attention to this matter. I look forward to receiving confirmation of my cancellation soon.

Sincerely,

[Your Name]