

Cancellation of Archival Subscription Access

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the cancellation of my archival subscription access, which is associated with the account number [Your Account Number].

As per the terms of service, I would like to ensure that my subscription is canceled effective immediately, and I request confirmation of this cancellation via email.

Thank you for your attention to this matter.

Sincerely,

[Your Name]