

# Important Update Regarding Your Subscription

Dear Valued Subscriber,

We hope this message finds you well. We are writing to inform you of changes to our subscription cancellation policy that will take effect on **[Effective Date]**.

As part of our commitment to providing the best service possible, we have updated our cancellation policy to include the following:

- **Notice Period:** A notice period of **[Number of Days]** is required for cancellations.
- **Refund Policy:** Cancellations made within **[Timeframe]** may be eligible for a refund.
- **How to Cancel:** Please contact our support team at **[Support Email/Phone]** or visit our website.

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to us. We appreciate your understanding and continued support.

Thank you,

**[Your Company Name]**  
Customer Support Team