

# Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Cancellation of Credit Alert Subscription**

Dear [Recipient's Name],

I am writing to formally request the cancellation of my credit alert subscription, effective immediately. My account information is as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Please confirm the cancellation of my subscription and ensure that no further charges will be incurred.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]