

Request to Cancel Unauthorized Subscription Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service/Support Team],

I am writing to formally request the cancellation of my subscription renewal for [Service/Product Name] that was processed on [Renewal Date]. I have discovered that this renewal was made unauthorized, and I did not give consent for this transaction.

My account information is as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]

Please confirm the cancellation of my subscription and any charges related to this unauthorized renewal at your earliest convenience. I would appreciate a confirmation email regarding the cancellation and any further steps I need to take.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]