

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Customer Service  
Company Name  
Company Address  
City, State, Zip Code

Dear Customer Service,

I am writing to inquire about the termination of my monthly service subscription (Account Number: [Your Account Number]).

Please provide me with the necessary steps to terminate my subscription, including any required notice period and final billing details. I want to ensure that I complete this process correctly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
Your Name