

# Subscription Cancellation Clarification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company's Customer Service],

I am writing to formally clarify my recent request to cancel my software subscription for [Software Name], account number [Account Number]. I wish to confirm that my subscription was supposed to be canceled effective [Cancellation Date].

As per your policy, I understand that I am entitled to [mention any refund, services, or final charges applicable]. However, I would appreciate your confirmation on the status of my cancellation and any necessary next steps on my end.

I hope to hear back from you shortly. Thank you for your assistance in this matter.

Sincerely,

[Your Name]