

# Software Subscription Cancellation Inquiry

Date: [Insert Date]

To: [Company Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Company Name/Customer Service],

I hope this message finds you well. I am writing to inquire about the cancellation of my software subscription with [Service/Product Name]. My account details are as follows:

Account Name: [Your Account Name]

Subscription ID: [Your Subscription ID]

Email associated with the account: [Your Email]

I would like to understand the process for canceling my subscription, including any required steps and potential charges. Additionally, please confirm the date when the cancellation will take effect.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]