

Cancellation Request

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip Code: [City, State, Zip Code]

Email Address: [Your Email]

Date: [Date]

To: [Company Name]

Company Address: [Company Address]

City, State, Zip Code: [Company City, State, Zip Code]

Dear [Company Name],

I am writing to formally request the cancellation of my software subscription for [Software Name], associated with the account number [Account Number].

My decision to cancel is based on [brief reason for cancellation, e.g., "a change in business needs" or "financial considerations"]. Please process my cancellation effective [desired cancellation date].

I would appreciate a confirmation of this cancellation at your earliest convenience. Should you require any additional information, please feel free to contact me via the details provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]