

# Notice of Subscription Termination

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as formal notice of termination of your subscription with [Company/Service Name], effective [Termination Date]. As per the terms outlined in your subscription agreement, we are providing you with [Number of Days] days' notice before the cancellation takes effect.

We appreciate your patronage and hope to serve you again in the future. If you wish to discuss this matter or if you have any questions regarding your subscription, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]