

# Service Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name/Customer Service],

I am writing to formally request the termination of my software subscription with the account associated with the email address [Your Email Address]. The subscription is set to expire on [Expiration Date].

Due to [reason for termination, e.g., change in business needs, financial constraints, etc.], I have decided to discontinue my use of your services.

Please confirm the cancellation of my subscription and any final billing or adjustments required. I would appreciate written confirmation once my account has been terminated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]