

# Service Termination Request

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

Email: [Service Provider Email]

Dear [Service Provider Name],

I am writing to formally request the termination of my subscription to [Service Name] with the account number [Account Number]. As per the terms of service, I would like to cancel my subscription effective immediately/ [insert specific date if applicable].

Please confirm the cancellation of my subscription and ensure that no further charges are processed to my account.

Thank you for your attention to this matter. I would appreciate a confirmation email regarding the termination of my subscription.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]