

Subscription Cancellation Request

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my e-subscription for [Service/Product Name] with the account name [Your Account Name] and email address [Your Email Address].

According to the terms of service, I understand that I am required to provide notice prior to cancellation. This letter serves as my official notice, and I request that my subscription be canceled effective immediately or at the end of my billing cycle, as per the policy.

Please confirm the cancellation and let me know if there are any final actions required on my part.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Contact Information]