

Subscription Discontinuation Letter

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

To:

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the discontinuation of my subscription to [Service/Product Name], effective immediately. My account details are as follows:

Account Number: [Your Account Number]

Subscription Plan: [Your Subscription Plan]

Please confirm the cancellation and ensure no further charges are applied to my account. I would appreciate a confirmation of this request at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]