

Request to Stop Periodical Delivery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request that you stop the periodical delivery of [specify the item or service, e.g., magazine, newsletter, etc.] to my address as mentioned above.

My account/reference number is [insert number if applicable]. I would appreciate it if you could confirm the cessation of delivery at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]