

# Request to Terminate Magazine Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Magazine Name]

[Magazine Address]

[City, State, Zip Code]

Dear [Magazine Customer Service],

I am writing to formally request the termination of my subscription to [Magazine Name]. My subscription details are as follows:

- Subscriber Name: [Your Name]
- Subscriber ID: [Your Subscriber ID]
- Subscription Start Date: [Start Date]

Please process my cancellation effective immediately. I would appreciate a confirmation email to acknowledge my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]