

Subscription Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Name],

I am writing to formally request the termination of my subscription to [Service/Product Name] with the account number [Account Number]. I have decided to discontinue my subscription for personal reasons.

Please confirm the termination of my subscription effective [Desired Termination Date]. I would appreciate it if you could send me a confirmation email once the process is complete. Additionally, I would like to ensure that no further charges will be made to my account following this cancellation.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]