

# Subscription Cancellation Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to confirm your request to cancel your subscription with [Company Name]. As per our subscription cancellation policy, we have processed your request as per the terms agreed upon at the time of your subscription.

Your subscription will remain active until [Insert End Date], after which you will not be charged further.

If you have any questions or require assistance during this process, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]