

# Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name],

I am writing to formally request the cancellation of my subscription with [Service/Product Name], effective immediately. My account number is [Your Account Number].

As per the terms and conditions, I understand that I am eligible for cancellation without penalty and I request that you confirm this cancellation in writing.

Thank you for your attention to this matter.

Sincerely,

[Your Name]