

# Subscription Cancellation Request

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Customer Service Department  
Company Name  
Company Address  
City, State, Zip Code

Dear Customer Service,

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

Please confirm the cancellation of my subscription in writing. If there are any final charges or balances due, please inform me promptly.

Thank you for your assistance.

Sincerely,  
[Your Name]