

# Letter of Intent to Discontinue Subscription Services

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inform you of my intent to discontinue my subscription to [Service/Subscription Name], effective [Desired End Date].

My decision to discontinue the subscription is based on [briefly state the reason, if desired, e.g., personal reasons, budget constraints, etc.]. I appreciate the services provided thus far and have enjoyed my experience.

Please let me know any necessary steps I need to take to complete the cancellation process. I would appreciate a confirmation of this cancellation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]