

Subject: Request to Cancel My Subscription

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my subscription with [Service/Company Name], effective immediately.

My account details are as follows:

- Name: [Your Name]
- Account Number: [Your Account Number]
- Email associated with the account: [Your Email]

Please confirm the cancellation of my subscription and ensure that no further charges are made to my payment method.

Thank you for your attention to this matter. I look forward to your prompt confirmation.

Sincerely,
[Your Name]
[Your Address]
[Your Phone Number]
[Date]