

# Subscription Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name],

I am writing to formally request the cancellation of my subscription with the account ID [Insert Account ID] effective immediately. My subscription details are as follows:

Subscription Type: [Insert Subscription Type]

Account Number: [Insert Account Number]

I would appreciate a confirmation of the cancellation and any further instructions regarding the process.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]