

Subscription Termination Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Name],

I am writing to formally request the termination of my subscription for [Service/Subscription Name] effective immediately.

My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Please confirm the termination of my subscription and ensure that no further charges are applied to my payment method. I appreciate your assistance in this matter.

Thank you.

Sincerely,

[Your Name]