

Subscription Cancellation Request

Date: [Insert Date]

To,

Customer Service Team
[Magazine Name]
[Magazine Address]
[City, State, Zip Code]

Subject: Request for Cancellation of Subscription

Dear Customer Service Team,

I am writing to formally request the cancellation of my subscription to [Magazine Name], effective immediately. My subscriber ID is [Subscriber ID] and my details are as follows:

Name: [Your Name]
Address: [Your Address]
Email: [Your Email]
Phone Number: [Your Phone Number]

While I have enjoyed reading [Magazine Name], I have decided to discontinue my subscription at this time.

Please confirm the cancellation of my subscription via email at your earliest convenience. Thank you for your assistance.

Sincerely,

[Your Name]