

Cancellation Notice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Magazine Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request to Cancel Subscription

Dear [Magazine Company Name],

I am writing to formally request the cancellation of my subscription to [Magazine Name] effective immediately. My subscriber ID is [Subscriber ID].

I would appreciate your confirmation of this cancellation and any necessary steps I need to take to finalize this process.

Thank you for your assistance.

Sincerely,

[Your Name]