

Cancellation of Magazine Membership

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Magazine Name]

[Magazine Address]

[City, State, Zip Code]

Dear [Magazine Customer Service],

I am writing to formally request the cancellation of my magazine membership, effective immediately. My membership details are as follows:

Membership ID: [Your Membership ID]

Name: [Your Full Name]

Please confirm the cancellation of my subscription and ensure that no further charges are applied to my account. Additionally, I would appreciate a written confirmation of the cancellation.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]