

Letter to Request Cancellation of Magazine Subscription

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Subscriber Services
Magazine Name
Magazine Address
City, State, Zip Code

Dear Subscriber Services,

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

While I have enjoyed the content, I have decided not to continue with the subscription at this time.

Thank you for your attention to this matter. Please confirm the cancellation of my subscription at your earliest convenience.

Sincerely,
[Your Name]