

Subscription Cancellation Request

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

[Magazine Service Name]
[Company Address]
[City, State, Zip Code]

Dear [Customer Service/Specific Name],

I am writing to formally request the cancellation of my subscription to [Magazine Name], effective immediately. My subscription ID is [Your Subscription ID] and I have been a subscriber since [Start Date].

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

Thank you for your assistance.

Sincerely,

[Your Name]