

Subscription Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Magazine Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Customer Service/Specific Person's Name],

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 magazine, I have decided to discontinue my subscription due to [brief reason if desired, e.g., financial reasons, lack of interest].

Please confirm the termination of my subscription and ensure that no further billing occurs. I would appreciate a written confirmation of this cancellation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]