

Letter of Intent to Discontinue Magazine Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Magazine Name]

[Magazine Address]

[City, State, ZIP Code]

Dear [Magazine Customer Service Team],

I am writing to formally notify you of my intent to discontinue my subscription to [Magazine Name], effective immediately. My subscriber ID is [Subscriber ID].

Please consider this letter as my official request to cancel my subscription and cease any future billing.

Thank you for the service you have provided. If there are any final steps I need to take regarding this cancellation, please let me know.

Sincerely,

[Your Name]