

# Cancellation Request for Magazine Subscription

Date: [Insert Date]

To: [Magazine Name] Customer Service

Subject: Request for Subscription Cancellation

Dear [Magazine Name] Customer Service,

I hope this message finds you well. I am writing to formally request the cancellation of my magazine subscription for [Magazine Name]. My subscription details are as follows:

- Name: [Your Full Name]
- Subscriber ID: [Your Subscriber ID]
- Email Address: [Your Email Address]
- Address: [Your Address]

Please consider this letter as my official request to discontinue my subscription effective immediately. I kindly ask you to confirm the cancellation and ensure that no further payments are deducted from my account.

Thank you for your assistance in this matter. I appreciate your prompt attention to my request.

Sincerely,

[Your Full Name]

[Your Phone Number]