

Request for Subscription Cancellation Status

Date: [Insert Date]

To: [Insert Company Name]

Customer Service Department

[Insert Company Address]

Dear Customer Service Team,

I hope this message finds you well. I am writing to request an update on the status of my subscription cancellation for account number [Insert Account Number]. I submitted my cancellation request on [Insert Cancellation Request Date], and I would like to confirm that it has been processed.

Please inform me of any further steps I need to take or if there are any outstanding matters related to this cancellation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]