

# Subscription Cancellation Confirmation

Dear [Recipient's Name],

I am writing to reaffirm my decision to cancel my subscription to [Service/Product Name], effective immediately. My subscription ID is [Your Subscription ID].

I appreciate the services provided thus far, but I have decided to discontinue my subscription for personal reasons.

Please confirm the cancellation of my subscription and ensure that no further charges are applied to my account.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Email]  
[Your Phone Number]