

Subscription Stop Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Magazine Name]

[Magazine Address]

[City, State, Zip Code]

Dear [Magazine Name] Customer Service,

I am writing to formally request the cancellation of my subscription to [Magazine Name]. My subscription details are as follows:

- Subscriber Name: [Your Name]
- Subscriber ID: [Your Subscriber ID]
- Subscription Start Date: [Start Date]
- Subscription End Date: [End Date]

Please process this cancellation effective immediately. I would appreciate a confirmation of this cancellation via email or mail at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]