

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service

[Magazine Name]

[Magazine Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the termination of my subscription to [Magazine Name]. My subscriber ID is [Subscriber ID], and my subscription was initiated on [Start Date].

Please confirm the cancellation of my subscription and ensure that no further payments are taken from my account. I would appreciate a written confirmation once my subscription has been terminated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]