

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Customer Service Team

Food Subscription Box Company

Company Address

City, State, Zip Code

Dear Customer Service Team,

I am writing to formally request the cancellation of my food subscription box service due to my upcoming relocation. My account details are as follows:

Account Holder Name: [Your Name]

Account Number: [Your Account Number]

As I will be moving to a new city on [Relocation Date], I regret to inform you that I will no longer be able to receive deliveries at my current address.

Please confirm the cancellation of my subscription effective immediately or let me know if you require any further information to process this request.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]