

Dear [Meal Box Company Name],

I hope this message finds you well. I am writing to formally request the cancellation of my meal box subscription, effective [Cancellation Date]. My account details are as follows:

Name: [Your Name]

Email: [Your Email Address]

Subscription ID: [Your Subscription ID]

Thank you for the services provided thus far. I appreciate the quality of the meals and the convenience your service has offered; however, I have decided to discontinue my subscription at this time.

Please confirm the cancellation of my subscription and the end date of any future billing. If there are any further steps I need to take, do let me know.

Thank you for your attention to this matter.

Sincerely,
[Your Name]