

Cancellation of Online Learning Subscription

Date: [Insert Date]

To: [Company Name]

Customer Service Department

[Company Address]

Dear [Customer Service Team/Specific Name],

I am writing to formally request the cancellation of my online learning subscription, effective immediately. My account details are as follows:

Full Name: [Your Full Name]

Email Address: [Your Email Address]

Subscription ID/Account Number: [Your Subscription ID]

While I appreciate the learning materials provided, I have decided not to continue my subscription for personal reasons.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]