

Subscription Cancellation Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Customer Service Team/Specific Name],

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

Subscription ID: [Your Subscription ID]
Email associated with account: [Your Email]

I would appreciate it if you could process this cancellation effective immediately. Please confirm the cancellation via email and inform me of any final charges or steps I need to take.

Thank you for your attention to this matter.

Sincerely,

[Your Name]