

Withdrawal Letter from Educational Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally withdraw from my educational subscription with [Institution Name], effective immediately.

My subscription details are as follows:

- Subscriber ID: [Your Subscriber ID]
- Subscription Start Date: [Start Date]
- Course/Program Enrolled: [Course Name]

Due to [reason for withdrawal, e.g., personal reasons, financial difficulties, etc.], I have decided that it is best for me to discontinue my participation.

Please confirm the cancellation of my subscription and let me know if there are any further steps I need to complete.

Thank you for your understanding and support during my time with [Institution Name].

Sincerely,

[Your Name]