

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Customer Service

Magazine Name

Company Address

City, State, Zip Code

Dear Customer Service Team,

I am writing to formally request the cancellation of my auto-renewal for my magazine subscription, effective immediately. My subscription details are as follows:

Subscriber Name: [Your Name]

Subscription ID: [Your Subscription ID]

Magazine Title: [Magazine Name]

Please confirm the cancellation of the auto-renewal and ensure that no further charges are applied to my account.

Thank you for your attention to this matter.

Sincerely,

[Your Name]