

# Cancellation of Magazine Subscription Auto-Renewal

Your Name: [Your Name]

Your Address: [Your Address]

City, State, Zip: [Your City, State, Zip]

Email: [Your Email]

Date: [Date]

Customer Service Department  
[Magazine Name]  
[Magazine Address]  
[City, State, Zip]

Dear Customer Service,

I am writing to formally request the cancellation of my magazine subscription auto-renewal for [Magazine Name]. My account number is [Account Number].

Please confirm the cancellation of my subscription and ensure that no further charges are applied to my account. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,  
[Your Name]