

# Request to End Automatic Renewal

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

Subscriber Services  
Magazine Name  
Magazine Address  
City, State, Zip Code

Dear Subscriber Services,

I am writing to formally request the cancellation of the automatic renewal for my magazine subscription, which is set to renew on [date]. My subscriber ID is [subscriber ID].

Please confirm that my subscription will not be renewed automatically and ensure that no further charges are applied to my account. I appreciate your attention to this matter.

Thank you for your assistance.

Sincerely,  
[Your Name]