

# Cancellation of Auto-Renewal for Magazine Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

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

Please consider this letter as my official notice to stop the auto-renewal of my subscription, effective immediately. I do not wish to be charged for future issues beyond my current subscription period.

If you need any further information to process this request, please do not hesitate to contact me at the provided phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Name]