

Cancellation of Newspaper Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To,

Customer Service

[Newspaper Name]

[Newspaper Address]

[City, State, ZIP Code]

Dear Sir/Madam,

I am writing to formally request the cancellation of my subscription to [Newspaper Name], effective immediately. My subscriber ID is [Subscriber ID], and I have been a subscriber since [Start Date].

Please confirm the cancellation of my subscription via email or postal mail. I kindly request that no further charges be applied to my account.

Thank you for your attention to this matter.

Sincerely,

[Your Name]