

Letter of Discontinuation of Newspaper Delivery

Date: [Insert Date]

To,
[Newspaper Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Customer Service/Specific Name],

I am writing to formally request the discontinuation of my newspaper delivery service for the [Name of Newspaper] effective immediately. My subscriber information is as follows:

Subscriber Name: [Your Name]
Subscriber Number: [Your Subscription Number or Account ID]
Delivery Address: [Your Delivery Address]

While I have enjoyed reading the newspaper, due to personal reasons, I have decided to discontinue the service at this time.

Thank you for your understanding. Please confirm the cancellation of my subscription at your earliest convenience.

Sincerely,
[Your Name]
[Your Contact Information]