

Cancellation Request for Newspaper Subscription

Date: [Insert Date]

To:

[Newspaper Name]

[Newspaper Address]

[City, State, Zip Code]

Dear [Newspaper Customer Service/Specific Name],

I am writing to formally request the cancellation of my subscription to [Newspaper Name]. My details are as follows:

- Name: [Your Name]
- Subscription ID: [Your Subscription ID]
- Email Address: [Your Email Address]
- Phone Number: [Your Phone Number]

Please confirm the termination of my subscription and any final billing details.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]