

# Official Cancellation of Newspaper Delivery

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Customer Service Department

[Newspaper Name]

[Newspaper Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to formally cancel my subscription to [Newspaper Name], effective immediately. My account number is [Account Number].

Please confirm the cancellation of my subscription and ensure that no further charges are incurred.

Thank you for your attention to this matter.

Sincerely,

[Your Name]