

Request for Removal from Newspaper Delivery List

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Newspaper's Name]

[Newspaper's Address]

[City, State, Zip Code]

Dear [Newspaper Manager's Name],

I hope this message finds you well. I am writing to request the removal of my name from your newspaper delivery list.

Below are my details for your reference:

- Name: [Your Name]
- Address: [Your Address]
- Subscription ID: [Your Subscription ID (if applicable)]

Due to [brief reason if desired], I would like to discontinue my subscription effective immediately.

Please confirm the cancellation of my delivery at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]