

Request to Halt Newspaper Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Newspaper Name]

[Newspaper Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my newspaper subscription with [Newspaper Name], effective immediately. My account number is [Account Number].

Due to [reason for cancellation, e.g., financial constraints, relocation, or personal preference], I no longer wish to continue my subscription.

Please confirm the cancellation of my subscription and ensure that no further charges are applied to my account. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]