

Letter to Cancel Newspaper Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Newspaper Company Name]

[Newspaper Company Address]

[City, State, ZIP Code]

Dear [Customer Service/Specific Contact Name],

I am writing to formally request the cancellation of my newspaper subscription with [Newspaper Name] effective immediately. My subscriber ID is [Your Subscriber ID].

Due to [brief reason for cancellation - e.g., financial reasons, no longer interested, etc.], I have decided to discontinue my subscription.

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

Thank you for your assistance.

Sincerely,

[Your Name]