

Withdrawal from Newspaper Delivery Service

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Newspaper Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Newspaper Company Name],

I am writing to formally request the withdrawal of my subscription to your newspaper delivery service, effective immediately.

My subscription details are as follows:

Subscriber Name: [Your Name]

Subscription Account Number: [Account Number]

Delivery Address: [Delivery Address]

I appreciate the service provided, but due to [brief reason for withdrawal], I have decided to discontinue my subscription.

Please confirm the cancellation of my subscription and ensure no further payments are processed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]