

Cancellation Request for Digital Publication

Date: [Insert Date]

To,

[Publisher's Name]

[Publisher's Address]

[City, State, Zip Code]

Dear [Publisher's Name],

I am writing to formally request the cancellation of my subscription for the digital publication titled "[Publication Name]," which I subscribed to on [Subscription Date]. My account details are as follows:

- Subscriber Name: [Your Name]
- Account Number: [Your Account Number]
- Email associated with subscription: [Your Email]

While I appreciate the content and service provided, I have decided to discontinue my subscription for personal reasons. I request that you process this cancellation effective immediately, and kindly confirm the cancellation via email or mail at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]