

# Cancellation of Digital Magazine Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Magazine Service Name]

[Customer Service Department]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Team],

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

Due to [reason for cancellation, if you wish to include], 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 would appreciate a written confirmation of this cancellation at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]