

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Magazine Name]

[Magazine Address]

[City, State, ZIP Code]

Dear [Magazine Customer Service/Specific Name],

I am writing to formally request the termination of my membership with [Magazine Name]. My membership details are as follows:

Membership ID: [Your Membership ID]

Name: [Your Full Name]

Email associated with the account: [Your Email]

According to the terms of service, I understand that I can terminate my membership at any time. Please process my request and confirm the cancellation of my membership.

Thank you for your assistance.

Sincerely,

[Your Name]