

# Subscription Cancellation Notice

Date: [Current Date]

To: [Magazine Name]

Customer Service Department

Address: [Magazine Address]

Email: [Magazine Email Address]

Dear [Magazine Name] Customer Service,

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

- Name: [Your Name]
- Email associated with the subscription: [Your Email]
- Subscription ID: [Your Subscription ID]

Please confirm the cancellation of my subscription effective [desired cancellation date]. I would appreciate a confirmation email once my subscription has been successfully cancelled.

Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Address]  
[Your Phone Number]