

# Membership Cancellation Request

Date: [Insert Date]

To,

Customer Service Team  
[E-Newspaper Name]  
[E-Newspaper Address]  
[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally request the cancellation of my membership with [E-Newspaper Name], effective immediately. My membership details are as follows:

**Name:** [Your Name]

**Email Address:** [Your Email Address]

**Membership ID:** [Your Membership ID]

While I have enjoyed the content provided, I have decided to discontinue my membership at this time.

Please confirm the cancellation of my membership and ensure that no further charges are applied to my account.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]