

# Cancellation of Online Newspaper Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Customer Service Department

[Newspaper Name]

[Newspaper Address]

[City, State, Zip Code]

Dear Customer Service,

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

Account Name: [Your Account Name]

Subscription ID: [Your Subscription ID]

Please confirm the cancellation of my subscription and ensure that no further charges are applied to my account. Thank you for your attention to this matter.

Sincerely,

[Your Name]