

Cancellation Request for Subscription

Recipient Name

Recipient Address

City, State, Zip Code

Date: [Insert Date]

Dear [Recipient Name or Customer Service],

I am writing to formally request the cancellation of my subscription to your virtual newspaper service, effective immediately. My account details are as follows:

Name: [Your Name]

Account Number: [Your Account Number]

Email Address: [Your Email Address]

Please confirm the cancellation of my subscription and ensure that no further charges are applied to my account. I appreciate the service provided thus far but have decided to discontinue my subscription.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Contact Information]