

Account Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

To Whom It May Concern,

I am writing to formally request the cancellation of my web-based newspaper account with the username [Your Username] effective immediately.

Although I have enjoyed the content in the past, I have decided that I no longer wish to maintain my subscription.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]