

Cancellation Request for Audiobook Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Audiobook Service Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my audiobook subscription with [Audiobook Service Company Name]. My account details are as follows:

Account Name: [Your Account Name]

Account Email: [Your Account Email]

Subscription ID: [Your Subscription ID]

Please process my cancellation effective immediately/after the current billing cycle (choose one). I kindly ask you to confirm the cancellation in writing.

Thank you for your assistance. If there are any further steps I need to take, please let me know.

Sincerely,

[Your Name]