

# Subscription Opt-Out Request

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my subscription to [Service/Product Name] associated with the email address [Your Email Address] and account number [Your Account Number].

As per the terms of service, I understand I can opt-out of my subscription at any time, and I would like to proceed with this request effective immediately.

Please confirm the cancellation of my subscription and ensure that no further charges are applied to my account. If there are any final procedures, please advise accordingly.

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Contact Information]