

Request to Cancel Satellite Radio Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Satellite Radio Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my satellite radio subscription with the account number [Your Account Number].

Due to [brief reason for cancellation, e.g., financial reasons, lack of usage, etc.], I have decided to discontinue my subscription.

I kindly ask you to confirm the cancellation of my subscription and provide me with any necessary information regarding the final billing process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]