

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Satellite Radio Company Name
Company Address
City, State, Zip Code

Dear Customer Service,

I am writing to formally request the termination of my satellite radio membership, effective immediately. My account number is [Your Account Number].

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

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]