

# Termination of Software Subscription

Date: [Insert Date]

To,

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally terminate my subscription to [Software Name], effective [Termination Date]. My account details are as follows:

Account Holder: [Your Name]

Account Number: [Your Account Number]

As per the terms of service, I am providing this notice [X days/weeks] in advance of the termination date. I request that you confirm the cancellation of my subscription and ensure that no further charges are made to my account.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]