

# Antivirus Renewal Cancellation

Date: [Insert Date]

To: [Antivirus Company Name]

Address: [Antivirus Company Address]

Subject: Cancellation of Antivirus Renewal

Dear [Customer Service Team/Specific Contact Name],

I am writing to formally request the cancellation of my antivirus software renewal for the account associated with the email address [Your Email Address]. My account number is [Your Account Number].

Please consider this letter as my official notice to cancel the renewal before the next billing date. I would appreciate a confirmation of this cancellation at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]