

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

Customer Service
Antivirus Company Name
Company Address
City, State, ZIP Code

Dear Customer Service,

Subject: Request for Subscription Cancellation

I am writing to formally request the cancellation of my antivirus subscription, effective immediately. My account details are as follows:

Account Name: [Your Account Name]
Subscription Plan: [Your Subscription Plan]
Account Number: [Your Account Number]

Please confirm the cancellation of my subscription via email. If there are any final charges, please notify me in advance.

Thank you for your attention to this matter.

Sincerely,
[Your Name]