

Cancellation of Office Supply Subscription

Dear [Vendor's Name],

I hope this message finds you well. I am writing to formally request the cancellation of our office supply subscription with [Company Name], effective immediately.

Over time, our organization's needs have evolved, and we have decided to explore alternative options that better align with our current requirements. We appreciate the service and support provided by your team throughout our subscription period.

Please confirm the cancellation and provide any necessary details regarding final charges or outstanding balances. We look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]