

# Cancellation of Office Supply Subscription

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Supplier's Name]  
[Supplier's Company Name]  
[Supplier's Company Address]  
[City, State, Zip Code]

Dear [Supplier's Name],

I am writing to formally request the cancellation of our office supply subscription with [Supplier's Company Name], effective [Insert Effective Cancellation Date]. After careful consideration, we have determined that our usage of the supplies has not met our expectations, leading us to conclude that maintaining this subscription is no longer necessary.

We appreciate the services provided to us thus far, but the current demand for office supplies has significantly decreased, and we believe that it would be more beneficial to discontinue the subscription.

We request confirmation of this cancellation in writing and would appreciate your assistance in ensuring that no further charges will incur following the cancellation date.

Thank you for your attention to this matter. We wish you all the best in your future endeavors.

Sincerely,  
[Your Name]  
[Your Job Title]