

Office Supply Subscription Cancellation Notice

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to formally notify you of the cancellation of our office supply subscription with [Supplier Company Name], effective [Cancellation Date]. Due to ongoing company restructuring, we have made the difficult decision to discontinue certain services and subscriptions.

We appreciate the partnership we have had with [Supplier Company Name] and thank you for the services provided over the past [duration of service]. Please confirm the cancellation of our subscription and provide any necessary steps to finalize this process.

If you have any questions or require further information, feel free to reach out to us via email or phone.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]