

Office Supply Subscription Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to formally notify you that due to recent budget constraints, we have decided to cancel our office supply subscription effective [Insert Effective Cancellation Date].

We appreciate the service and products you have provided us during our time together and regret that we have had to make this decision. We would like to request confirmation of the cancellation and any final billing details, if applicable.

Thank you for your understanding. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]