

Office Supply Subscription Cancellation

Date: _____

Recipient Name
Company Name
Address Line 1
Address Line 2

Dear [Recipient Name],

We are writing to inform you that we wish to cancel our office supply subscription due to ongoing product availability issues that have significantly impacted our operations.

Despite our efforts to address these concerns, we find it increasingly challenging to maintain our desired level of service and office supply management. As such, we believe it is in our best interest to discontinue our subscription.

We appreciate your support during our time as a subscriber and thank you for your understanding regarding this matter.

Kindly confirm the cancellation of our subscription and any necessary steps that need to be taken on our end.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]