

Cancellation of Office Supply Subscription

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I am writing to formally request the cancellation of our office supply subscription, effective immediately. Our account number is [Insert Account Number].

Unfortunately, we have experienced consistent dissatisfaction with the quality of service provided, including [briefly detail specific issues, e.g., delays in delivery, inaccurate orders, poor customer service, etc.]. Despite previous attempts to resolve these concerns, we have yet to see any significant improvement.

We appreciate the efforts you've made in the past, but at this point, we feel it is necessary to seek an alternative supplier who can better meet our needs.

Please confirm the cancellation of our subscription and provide any final statements that may be required. If there are any outstanding charges, kindly forward those to my attention.

Thank you for your attention to this matter. We wish you all the best moving forward.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]