

Office Supply Subscription Cancellation

Company Name
Company Address
City, State, Zip Code
Email Address
Phone Number

Date: [Insert Date]

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

Dear [Recipient's Name],

I am writing to formally cancel our office supply subscription effective [insert cancellation date]. This cancellation is due to an upcoming scheduled upgrade that we have planned for our operations.

Please confirm the cancellation and ensure that no further charges are applied to our account. If necessary, I would appreciate any final statements or confirmations regarding the cancellation.

Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]