

Office Supply Subscription Cancellation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

I am writing to formally notify you that we wish to cancel our subscription for office supplies with your company, effective [Insert Cancellation Date]. We appreciate the services provided but have decided to switch providers for our future needs.

Please confirm that our cancellation has been processed and ensure that no further charges are applied to our account. If there are any additional steps needed on our part to complete this process, please let us know.

Thank you for your assistance. We wish you all the best.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company]