

Cancellation of Office Supply Subscription

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Supplier's Name]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We are writing to formally request the cancellation of our office supply subscription, effective [Insert Cancellation Date]. Due to a temporary hiatus in our operations, we believe it is in our best interest to pause our subscription at this time.

We appreciate the services provided by your company and intend to revisit our subscription once we resume regular operations. Please confirm the cancellation of our subscription and any final steps we need to adhere to.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]