

Subscription Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Service Provider Name]

[Company Address]

[City, State, Zip Code]

Dear [Service Provider Name],

I am writing to formally request the cancellation of my graphic design subscription with the account number [Your Account Number], effective immediately. While your service has been valuable, I have decided to explore alternative solutions that better meet my current needs.

Please confirm the cancellation of my subscription and ensure that no further charges are applied to my account. If possible, I would appreciate any recommendations for alternative solutions that your company offers, as well as any feedback from your team on the available options.

Thank you for your understanding. I look forward to your prompt confirmation of my cancellation.

Sincerely,

[Your Name]