

Subscription Cancellation Notice

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

From: [Your Business Name]

Address: [Your Business Address]

Dear [Service Provider Name],

We are writing to formally notify you that we must cancel our graphic design subscription, effective [Insert Cancellation Date]. This decision has been made as a result of our ongoing business restructuring efforts.

We appreciate the services you have provided us during our subscription period, and this cancellation is by no means a reflection of the quality of your work. We are grateful for your collaboration and support.

Please confirm the cancellation of our subscription and let us know if there are any final steps we need to complete on our end.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Business Name]

[Your Contact Information]