

Subscription Cancellation Notice

Date: [Insert Date]

To: [Graphic Design Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to cancel my graphic design subscription following the completion of the agreed-upon project.

The project, titled "[Project Name]," was successfully completed on [Completion Date]. I greatly appreciate the effort and creativity your team has put into this project.

Please consider this letter as the official cancellation of my subscription effective immediately. I kindly request a confirmation of this cancellation and any final adjustments to my account.

Thank you for your attention to this matter. I wish your team the best of luck in future projects.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]