

# Subscription Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name] Customer Service,

I am writing to formally request the cancellation of my graphic design subscription, effective immediately. My account number is [Your Account Number].

Despite my initial interest, I have not utilized the services included in the subscription and have decided to discontinue it.

Please confirm the cancellation of my subscription and ensure that no further charges will be applied to my account.

Thank you for your attention to this matter. I look forward to your prompt confirmation.

Sincerely,

[Your Name]