

Subscription Cancellation Request

To Whom It May Concern,

I am writing to formally request the cancellation of my subscription with your service. My account details are as follows:

- **Full Name:** [Your Name]
- **Email Address:** [Your Email]
- **Subscription Plan:** [Your Subscription Plan]
- **Account Number:** [Your Account Number]

Please consider this letter as my official request to terminate my subscription effective immediately or as per your cancellation policy.

Thank you for your attention to this matter. I look forward to receiving confirmation of my cancellation.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]