

Order Cancellation Request

Date: [Insert Date]

To: [Subscription Service Provider's Name]

From: [Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Service Provider's Customer Support Team],

I am writing to formally request the cancellation of my subscription for the service associated with the account under the name [Your Full Name] and the account number [Your Account Number].

As per your cancellation policy, I would like to request that my subscription be canceled effective immediately/to take effect at the end of the current billing cycle (choose one). Please confirm the cancellation of my subscription via email at [Your Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]