

Subscription Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Customer Service/Specific Name],

I am writing to formally request the cancellation of my subscription to [Service Name or Account Number], effective immediately.

My reason for cancellation is [brief explanation if desired, e.g., dissatisfaction, financial reasons, etc.]. Please consider this letter as my official notice for cancellation as per your policy.

Kindly confirm the cancellation of my subscription and any final charges that may be required. I appreciate your assistance in this matter.

Thank you for your prompt attention to my request.

Sincerely,

[Your Name]