

Subscription Cancellation Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[E-commerce Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the cancellation of my e-commerce membership subscription with the account details below:

Account Holder Name: [Your Account Name]

Account Email: [Your Account Email]

Subscription ID: [Your Subscription ID]

Please consider this letter as a request to terminate my subscription effective immediately. I would appreciate a confirmation of my cancellation via email at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]