

Subscription Cancellation Request

Dear [Meal Delivery Service Customer Service],

I hope this message finds you well. I am writing to formally request the cancellation of my meal delivery subscription with [Meal Delivery Service Name]. My account details are as follows:

Name: [Your Full Name]

Account Number: [Your Account Number]

Email Address: [Your Email Address]

Due to [brief reason for cancellation, e.g., personal circumstances, financial reasons], I have decided to discontinue my subscription effective immediately.

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

Thank you for your assistance.

Sincerely,

[Your Full Name]

[Your Address]

[Your Phone Number]