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[Date]

Customer Service Department

[Newspaper Name]

[Newspaper Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to formally request the cancellation of my subscription to [Newspaper Name], effective immediately. My subscriber ID is [Subscriber ID].

While I have appreciated the content and service provided, I have decided to discontinue my subscription for personal reasons.

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

Thank you for your assistance.

Sincerely,

[Your Name]