

Subscription Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

To,

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Company Name] Customer Support,

I am writing to formally request the cancellation of my subscription for [Software Name], which is associated with my account (Account Number: [Your Account Number]).

Due to [brief reason for cancellation, e.g., personal reasons, budget constraints], 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. I would also appreciate a confirmation email once the cancellation process is complete.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]