

# Subscription Discontinuation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service/Specific Contact Name],

I am writing to formally request the discontinuation of my subscription for [Service/Product Name], effective immediately. My account details are as follows:

Account Number: [Your Account Number]

Subscription Start Date: [Start Date] Subscription Plan: [Plan Details]

Due to [brief reason if desired, e.g., financial constraints, lack of use], I have decided to cancel my subscription. I request that you confirm the cancellation and ensure that no additional charges are applied to my account.

Thank you for your assistance. I look forward to your prompt confirmation of my cancellation.

Sincerely,

[Your Name]