

Subscription Lapse Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to formally request the lapse of my subscription with [Company/Service Name], effective [Requested Lapse Date]. My account details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Due to [brief reason for request, e.g., personal reasons, financial constraints], I have decided to pause my subscription at this time. Please let me know if you require any additional information to process my request.

I appreciate your attention to this matter and look forward to your confirmation of the subscription lapse.

Thank you.

Sincerely,

[Your Name]