

Subscription Termination Notice

Date: [Insert Date]

To: [Subscriber's Name]

[Subscriber's Address]

[City, State, Zip Code]

Dear [Subscriber's Name],

We regret to inform you that your subscription for [Service/Product Name] will be terminated effective [Termination Date]. This decision follows your request received on [Request Date].

Your account will remain active until the termination date, and you will continue to have access to all services until then.

If you have any outstanding payments, please ensure they are settled before the termination date. Should you have any questions or require further assistance, do not hesitate to contact us at [Contact Information].

Thank you for your past patronage, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]