

Advance Notice of Subscription Cancellation

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of my intention to terminate my subscription for [Insert Service Name], effective [Insert Effective Date]. This letter serves as the required advance notice as stipulated in our subscription agreement.

Although I have enjoyed the service, I have decided to discontinue it due to [optional: Insert Reason]. I would appreciate your assistance in ensuring that my account is closed by the mentioned date without any further charges.

Thank you for your attention to this matter. If you require any further information or confirmation, please do not hesitate to contact me at [Insert Your Email] or [Insert Your Phone Number].

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]