

# Inquiry Regarding Cancellation Policy

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to inquire about the cancellation policy for my subscription to [Service Name], with account number [Account Number].

Could you please provide me with detailed information regarding the following:

- The procedure for canceling my subscription.
- Any potential fees associated with cancellation.
- Timeframes for processing cancellation requests.
- Impact on billing cycle and final charges.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Contact Information]