

Subscription Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the cancellation of my subscription with [Company Name] effective immediately. My account number is [Account Number], and my subscription details are as follows:

- Service/Product: [Service/Product Name]
- Subscription Start Date: [Start Date]
- Next Payment Date: [Next Payment Date]

Please confirm the cancellation of my subscription and any final charges or refunds to my account. I would appreciate a written acknowledgment of this cancellation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]