

Letter of Inquiry for Terminating Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. I am writing to inquire about the process for terminating my subscription with [Service Provider/Company Name]. My subscription details are as follows:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

Subscription Type: [Type of Subscription]

Could you please provide me with the necessary steps and any relevant information regarding the termination of my subscription? I would appreciate your assistance in this matter.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]