

# Subscription Cancellation Notice

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Dear [Customer Service Team/Specific Name],

I am writing to formally request the cancellation of my subscription with [Service/Product Name], effective immediately. My account details are as follows:

Account Name: [Your Name]

Account Number: [Your Account Number]

Email Address: [Your Email Address]

Please confirm the cancellation of my subscription and ensure that no further charges are incurred. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]