Request to Discontinue Subscription Service

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Company Name/Customer Service],

I am writing to formally request the discontinuation of my subscription service, effective immediately. My account details are as follows:

Account Name: [Your Name]

Account Number: [Your Account Number]

While I have appreciated the service provided, I have decided to discontinue my subscription for personal reasons. I kindly ask that you confirm the cancellation of my subscription and ensure that no further charges are applied to my account.

Thank you for your attention to this matter. I look forward to your prompt confirmation.

Sincerely,

[Your Name]