

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the termination of my subscription with [Company Name]. My account details are listed below:

Account Name: [Your Account Name]

Subscription Plan: [Your Subscription Plan]

Account Number: [Your Account Number]

I would like to obtain information regarding the termination process, including any necessary steps I need to take and any potential fees or obligations that may apply.

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

Sincerely,

[Your Name]