

Subscription Cancellation Request

Date: [Insert Date]

To: [Company Name]

Address: [Company Address]

Email: [Company Email]

Subject: Request for Subscription Cancellation

Dear [Customer Service/Specific Name],

I hope this message finds you well. I am writing to formally request the cancellation of my subscription with the account details provided below:

- Name: [Your Name]
- Account Number: [Your Account Number]
- Email Associated with Account: [Your Email]

As of [effective cancellation date], I would like to discontinue my subscription for the reasons mentioned below:

[Reason for Cancellation]

Please confirm the cancellation of my subscription and any final details I should be aware of. I appreciate your attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]