Subscription Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request the termination of my subscription for [Service/Product Name] with the account number [Account Number]. As per your cancellation policy, I would like to ensure that my subscription is terminated effective [Preferred Termination Date].

Please confirm the cancellation of my subscription and provide any necessary information regarding the closure of my account.

Thank you for your attention to this matter.

Sincerely,

[Your Name]