

Service Cancellation Request Letter

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Magazine Name]
[Magazine Subscription Department]
[Company Address]
[City, State, Zip Code]

Dear [Magazine Name] Customer Service,

I am writing to formally request the cancellation of my magazine subscription, effective immediately. My subscriber ID is [Your Subscriber ID].

While I have enjoyed your publication, I have decided to discontinue my subscription for personal reasons.

Please confirm the cancellation of my subscription and any final account status in writing. Should there be any outstanding issues, do not hesitate to reach me using the information provided above.

Thank you for your attention to this matter.

Sincerely,
[Your Name]