

Order Cancellation Request

Date: [Insert Date]

To: [Subscription Service Name]

Customer Support Team

[Service Address]

Dear Customer Support,

I am writing to formally request the cancellation of my subscription with [Subscription Service Name]. My account information is as follows:

Name: [Your Name]

Email associated with the account: [Your Email]

Subscription Plan: [Your Subscription Plan]

Account ID/Reference Number: [Your Account ID]

As per the terms and conditions of the service, I would like to cancel my subscription effective immediately. Please confirm the cancellation and let me know if you require any further information from my side.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Phone Number]