

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Termination of Subscription Agreement

Dear [Recipient Name],

I am writing to formally notify you of the termination of my subscription agreement with [Company Name], effective immediately. My subscription details are as follows:

Subscription ID: [Insert Subscription ID]

Start Date: [Insert Start Date]

As per the terms of the agreement, I wish to exercise my right to terminate the subscription for personal reasons. I request that you confirm the termination of the agreement and provide any final statements necessary.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]