

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Customer Service  
Company Name  
Company Address  
City, State, Zip Code

Dear Customer Service,

I am writing to formally request the termination of my subscription with your service, effective immediately. My account details are as follows:

Account Name: Your Account Name  
Account Number: Your Account Number

Please confirm the cancellation of my subscription and ensure that no further payments are processed. I would appreciate a confirmation email regarding the termination of my account.

Thank you for your attention to this matter.

Sincerely,  
Your Name