

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

Subject: Cancellation of Subscription

Dear [Customer Service/Specific Name],

I am writing to formally request the cancellation of my subscription with [Service Name], effective immediately. My account number is [Your Account Number].

Please confirm the cancellation and provide any details regarding final charges, if applicable.

Thank you for your attention to this matter.

Sincerely,
[Your Name]