

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

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

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

Please ensure that no further charges are made to my payment method. I would appreciate receiving confirmation of my subscription cancellation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]