

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

WLBT News Station
[Station Address]
[City, State, Zip Code]

Dear WLBT Team,

I am writing to formally notify you of my decision to terminate my subscription/service with WLBT, effective immediately.

[Optional: Brief reason for termination, if desired.]

Please ensure that no further charges are billed to my account, and confirm the termination of my subscription/service at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]