

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

Xbox Customer Support
Microsoft Corporation
[Company Address]

[City, State, Zip Code]

Subject: Cancellation of Xbox Live Subscription

Dear Xbox Customer Support,

I am writing to formally request the cancellation of my Xbox Live subscription, effective immediately. My account details are as follows:

- Account Name: [Your Xbox Live Account Name]
- Email Associated with Account: [Your Email Address]

Please confirm the cancellation of my subscription and ensure that no further charges are made to my payment method.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]