

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

Customer Service

Xbox Live

[Company Address]
[City, State, Zip Code]

Dear Xbox Live Customer Service,

I hope this letter finds you well. I am writing to formally request the cancellation of my Xbox Live subscription associated with the account username [Your Xbox Live Username] and email address [Your Email Address].

Please consider this letter as my official notice for cancellation, effective immediately. I understand that my subscription will not be renewed, and I would appreciate a confirmation of the cancellation at your earliest convenience.

Thank you for your attention to this matter. If you require any further information or documentation, please do not hesitate to contact me.

Sincerely,
[Your Name]