

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

Xero Customer Support

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

Dear Xero Support Team,

Subject: Termination of Xero Subscription

I am writing to formally request the termination of my Xero subscription, associated with the account registered under the email address [Your Email Address]. My account details are as follows:

- Account Name: [Your Account Name]
- Subscription Plan: [Your Subscription Plan]

Please consider this letter as my official notice to terminate the subscription effective immediately/[desired termination date]. I would appreciate confirmation of the termination and any final billing statements or relevant documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]