Insert Date

Addressee Name
Company Name
Street Address
City, State, Zip

Insert Greeting (Mr./Ms./Miss/Mrs./Dr., etc) Last Name:

I am writing to you today to cancel (insert company name's) subscription to your organization's (specify publication, service, etc.) effective immediately. Our customer account number is (insert account number).

If any additional information is needed to process this request, please call me at (insert phone number) or contact me in writing via email at (insert email address) or postal mail at the address detailed in the footer of this letter. Otherwise we will assume that the subscription has ended as of the date of this letter and no further payments for this (specify publication, service, etc.) will be made.

Thank you for your prompt attention to this matter.

Regards,

Insert Your Name, Insert Your Title