

Quick Cancellation Request Email

Subject: Cancel My Subscription

Hi [Company Name],

I'd like to cancel my subscription under account number [XXXX], effective immediately. Please confirm when the cancellation has been processed and make sure no further charges are billed.

Thanks for your help.

Best,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/cancellation-request-letter>