

Professional request for cancellation

Subject: Request for Subscription Cancellation

Dear [Service Provider's Name],

I am writing to formally request the cancellation of my subscription with [Service/Company Name], associated with account number [Account/Customer ID]. Please process this cancellation effective [Date] and confirm in writing once completed.

I kindly ask you to ensure that no further payments are deducted from my account after this date. Please also provide a written confirmation of the final bill and closure of my account.

Thank you for your service during my subscription period.

Sincerely,

[Your Full Name]

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