Name of company or service provider
Name of the department
Company address
Company city and zip code

Date: ............

Re: Cancellation of [name contract or subscription], number ...............

Dear Mr/Mrs,

I am sending you this written notice to request cancellation of my [name contract of subscription] effective [date of cancellation]. I would appreciate you sending me written confirmation within 30 days that the cancellation has been put into effect. Please refund the unused portion of my payments, and cease charging my bank account for payments.

Thank you for your attention to this matter. Awaiting your reply.

Sincerely,

[signature]

your name
your address
your city and Zip code