

[Your name]

[Your address]

[Your city and Zip code]

[Company or service provider]

[The department]

[Address]

[City and zip code]

Date:

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

Dear Sir/Madam,

With this written notice I request the cancellation of my [name contract of subscription] effective immediately. 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.

Yours sincerely,

Your signature