[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Confirmation of Subscription Cancellation**

Dear [Customer’s Name],

This letter is to confirm that we have successfully processed your request to cancel your subscription for [Product/Service Name]. Your subscription will officially end on [End Date of Subscription], and you will no longer be charged after this date.

**Details of Your Cancellation**:

* Subscription Name: [Product/Service Name]
* Cancellation Effective Date: [End Date of Subscription]
* Final Billing Date (if applicable): [DATE]

You will continue to have access to your subscription until the cancellation effective date. After this date, access to [*specific features, services, or products*] will be discontinued.

We’re sorry to see you go and hope that you’ve enjoyed your time with [COMPANY NAME]. Should you decide to return in the future, we’d be delighted to welcome you back and provide you with the exceptional service you’ve come to expect from us.

If there’s anything we can do to improve your experience or if you have any further questions, please don’t hesitate to reach out to us at [Email Address/Phone Number].

Thank you for choosing [COMPANY NAME], and we wish you all the best.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]