

Cancel Membership or Subscription Notice

Date: _____

[name and address of publication or organization; include name of department if available]

Re: _____ *[subscription or membership number]*

This letter is to notify you that I would like to cancel my _____
[specify what you are canceling, such as a subscription to publication or membership in organization] effective _____ *[date of cancellation]*.

The reason for this cancellation is _____ *[specify reason for cancellation]*.

Thank you for your prompt assistance.

Signature

Address

Subscription or account number