

Membership/Subscription Cancellation Letter

This package contains:

1. Instructions & Checklist for Membership/Subscription Cancellation Letter
2. Membership/Subscription Cancellation Letter

Instructions & Checklist for Membership/Subscription Cancellation Letter

- This package contains (1) Instructions & Checklist for a Membership/Subscription Cancellation Letter; and (2) Membership/Subscription Cancellation Letter;
- This form is designed to assist you in drafting a letter for when you would like to cancel your membership or subscription.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Ref: [Account Number]

Dear [Name of Recipient]:

I currently have a [membership/subscription] to [Insert Name of Membership/Subscription Service].

While I have appreciated your past service, I would like to cancel my [membership/subscription] immediately. Please send written confirmation within 30 days that you have fulfilled my request. I would also appreciate a prompt refund of my unused [membership/subscription] fee. *[Delete previous sentence if not applicable]*.

Thank you, in advance, for your time and attention to this matter.

Sincerely,

[Your Name]