

Casual service termination email

Subject: Termination of Service Subscription

Dear [Service Provider's Name],

Please consider this as my official request to terminate my subscription with [Service Name], effective [Date]. Kindly stop all future billing after this date.

I would appreciate a confirmation email once my account has been closed. If there are any pending dues, please let me know so I can settle them promptly.

Thank you for the service provided during my subscription period.

Best regards,

[Your Name]

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