**<Your name>**  
<Your address>

**<Service provider name>**  
<Service provider address>

<Date>

**Re: Cancellation of <Membership or Subscription>, <Membership or Subscription> Account #<Account Number>**

To Whom it May Concern:

I am sending you this written notice to notify you that I am requesting cancellation of my <Membership or Subscription> with Safra. I have decided to cancel my <Membership or Subscription> because of the following reason(s):

<Reason 1 for cancelling the service>

<Reason 2 for cancelling the service>

My <Membership or Subscription> account number is #<Account Number>. I would like this cancellation to go into effect on <Cancellation date>. Please send me written confirmation of my <Membership or Subscription> cancellation within 30 days of receipt of this letter.  
  
I have enclosed the cancellation fee with this letter.

Please refund the remaining balance on my <Membership or Subscription> in the amount of Rs. <Refund amount> by <Refund method (Cheque)> made out to <Your name>.

If you have any questions or need to contact me to process this cancellation, I can be reached by by phone at <Your number> or email at <Your email>. You can mail me at

<Your address>

Thank you for your time. I look forward to hearing back from you shortly.

Regards,

...............................................  
<Your name>