To

[The Recipient Name]  
[Business/services name]  
[Address]

Dear [Name]/To whom it may concern,

I would like to request the cancellation of my membership/subscription at the [Name of Company]. I have been a member/subscriber for the [Item or service subscribed] for over [Time period now]. However, due to my busy schedule, I am unable to find the time to use the service/item.

Kindly guide me through the process of the cancellation of the membership.

[Your Name]  
[Business/service name]  
[Address]

DATE: