

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Cancellation of Subscription

Dear :

We are canceling your subscription to Moderne Magazine, because we have not received your payment of \$ .

Please contact us if you have any questions.

Sincerely,

N A M E