September 25, 2010
Ms. Emily Thompson

Sales Manager

Mother’s Forum

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Dear Ms. Thompson,

This is to inform you that I have decided to cancel my monthly subscription of your magazine, Mother’s Forum, effective immediately.  I read your magazines cover to cover and enjoy the concise content of your articles. Unfortunately, I will no longer be in needing your magazine in printed format as I have already begun availing your magazines through e-mail since last month.

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Yours truly,

Mrs. Christine Fidler

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