Cancellation template for Houston Chronicle	Sender:
Hearst	
Houston Chronicle Building, 4747	
Southwest Fwy.	Customer number
TX 77027 Houston	
Cancellation	
Dear sir or madam,	
I hereby wish to cancel my subscription with immediate effect or a	at the earliest possible date.
Please send me a written confirmation of cancellation stating the	date on which it takes effect. I
should be grateful if you would refrain from contacting me for the	purpose of return advertising.
Kind regards,	
Signature Place	e and date