

## Cancellation template for Microsoft 365 Trial

**Sender:**

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Microsoft Corporation  
One Microsoft Way  
WA 98052-6399 Redmond

E-mail address

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## Cancellation

Dear sir or madam,

I hereby wish to cancel my subscription with immediate effect or 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,

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Signature

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Place and date