

Cancel Script: Email

Don't overthink it. Copy and paste this.

Use this for services that require a written request or support ticket.

Subject: Cancel my subscription

Body:

Hi Team,

Please cancel my subscription to [Name of Service] effective immediately.

I do not wish to renew for the next billing cycle. Please process this request and confirm the cancellation in writing.

My account email is: [Your Email Address]

Thank you,
[Your Name]



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Cancel Script: Chat / DM

Fastest method.

Use this for customer support chat bots or Direct Messages on social media support pages.

Copy and Paste:

"Hi, I want to cancel my [Name of Service] subscription today. I want to stop all future charges. Please confirm when this is done and send me a reference number. Thank you."

Note: If they ask why, you do not need to explain. Just reply: "I am cutting expenses right now. Please proceed with the cancellation."



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Phone Script

Don't let them talk you out of it.

Customer service agents are trained to keep you. Be nice, but be a broken record.

Agent: "Hi, how can I help?"

You: "Hi, I'm calling to cancel my service effective today. I do not authorize any future renewals."

Agent: "But we can offer you a special discount..."

You: "I appreciate the offer, but I am not interested. Please process the cancellation."

Agent: "Is there a reason you are leaving?"

You: "I'm just cutting costs. Please go ahead and cancel."

Before you hang up: "Can you please email me a confirmation number so I have proof this is cancelled?"



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