[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: RETURN OF PRODUCT ON FREE TRIAL**

Dear [CONTACT NAME],

Thank you for the chance to try your [PRODUCT] on the [NUMBER] days free trial offer. Whilst I appreciate the opportunity to try the product I have decided that it does not fit with my needs at this time because

[REASON FOR NOT PURCHASING ITEM].

Therefore I am returning the remainder of my trial to you. Please note the product is in its original carton, per your request.

I would appreciate if you would send me written confirmation that the cancellation has been put in effect and that no monthly fee will be charged.

Thank you for your prompt attention to this matter.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]