

Cancellation of Software Trial

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To [Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally cancel my trial of the [specific software name] that I began on [start date of trial]. After careful consideration, I have decided that this software does not meet my current needs.

As per the terms of the trial agreement, I request that you discontinue my access to the software effective immediately and confirm this cancellation in writing.

Thank you for the opportunity to trial your software.

Sincerely,

[Your Name]