

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the discontinuation of the association services currently provided to me by [Company/Organization Name], effective immediately.

Due to [brief reason for discontinuation, e.g., changes in personal circumstances, or a shift in business strategy], I have decided to terminate our association. Please consider this letter as my official notice.

I kindly ask you to confirm the discontinuation of services and to provide any necessary information regarding the finalization of our accounts.

Thank you for your attention to this matter. I appreciate the services provided thus far and wish your organization continued success.

Sincerely,

[Your Name]