

IT Service Contract Cancellation Notice

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of the cancellation of the IT service contract between [Your Company Name] and [Client's Company Name], effective [Insert Effective Cancellation Date]. This decision has been made in accordance with the terms outlined in our service agreement.

As stipulated in our contract, we request that you acknowledge receipt of this cancellation notice and confirm the termination process. Please ensure that all services are ceased by the effective date, and any outstanding matters, including final billing and return of equipment, are addressed.

We appreciate the services provided by your team during our partnership and wish you all the best in your future endeavors.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]