

License Cancellation Intent Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my intent to cancel my license, [License Number or Type], issued on [Issue Date]. After careful consideration, I have decided that it is in my best interest to discontinue my activities associated with this license.

Please consider this letter as my formal request to initiate the cancellation process. I kindly ask you to inform me of any necessary steps I should take to ensure this process is completed smoothly.

Thank you for your attention to this matter. I appreciate your prompt assistance in processing my cancellation request.

Sincerely,

[Your Name]