

Cancellation of Managed IT Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally notify you of the cancellation of my managed IT services subscription, effective [Insert Cancellation Date]. This decision is due to [brief explanation of the reason, if desired].

As per our agreement, I would appreciate it if you could confirm the cancellation in writing and acknowledge the final billing details.

Thank you for your services thus far; I have appreciated your support.

Sincerely,

[Your Name]