

Request for Termination of Service Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the termination of my service contract with [Company's Name], effective [Insert Effective Date]. My contract reference number is [Insert Contract Number].

Due to [brief explanation of reason for termination, if desired], I find it necessary to discontinue my service. I would appreciate your assistance in processing this termination as soon as possible.

Please confirm the receipt of this request and the termination date of my contract. I would also like to ensure that no further charges are applied to my account after this date.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]