

Cancellation Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally notify you of the cancellation of our services agreement effective [Insert Cancellation Date]. This decision has not been made lightly, and we want to express our gratitude for the services you have provided.

Please consider this letter as our official cancellation notice as required under the terms of our agreement. We would appreciate your confirmation of this cancellation and any final account statements that may be needed.

Thank you for your understanding. We wish you continued success in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]