

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Company Name]

[Vendor Company Address]

[City, State, Zip Code]

Dear [Vendor Name],

Subject: Intent to Cancel Service

We are writing to formally notify you of our intention to cancel the services provided by [Vendor Company Name] effective [Cancellation Date]. This decision was made after careful consideration and aligns with our current operational direction.

We appreciate the services you have provided during our partnership; however, we believe it is in our best interest to seek alternatives that better meet our needs.

Please confirm the cancellation of services and any final steps required from our end.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]