

# Service Cancellation Notification

Dear [Vendor Name],

We hope this message finds you well. We are writing to formally inform you that we have decided to cancel our service agreement with [Vendor Company Name], effective [Cancellation Date].

We appreciate the services you have provided; however, due to [reason for cancellation], we have chosen to move in a different direction.

Please ensure that all outstanding matters are resolved before the cancellation date, including final invoices and any pending deliverables.

Thank you for your understanding, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]