

# Notice of Service Contract Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of the cancellation of my service contract with [Company Name] effective immediately due to recent policy changes that I cannot accommodate.

While I appreciate the services provided, the new policies implemented on [Insert Date of Policy Change] no longer align with my needs. As per the terms outlined in our contract, I am exercising my right to terminate the agreement.

Please confirm the cancellation in writing and inform me of any final steps required on my end. I appreciate your understanding in this matter.

Thank you for your attention to this cancellation notice.

Sincerely,

[Your Name]