

# Service Contract Cancellation Letter

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of our decision to cancel the service contract dated [Contract Date] between [Your Company Name] and [Recipient's Company Name]. This decision is effective as of [Cancellation Effective Date].

As per the terms outlined in the contract, we are providing [X days] notice as required. We appreciate the services rendered thus far but have decided to discontinue due to [reason for cancellation, e.g., budget constraints, change in business strategy, etc.].

Please confirm the receipt of this cancellation notice and let us know if there are any final steps we need to follow to complete the cancellation process.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]