

Service Contract Cancellation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you that I will not be renewing my service contract with [Company Name], which is set to expire on [Expiration Date]. As per the terms of our agreement, I would like to confirm the cancellation of our services effective on that date.

I appreciate the services provided during the term of the contract and your support throughout this period. Please let me know if there are any final steps I need to complete before the contract officially ends.

Thank you for your understanding.

Sincerely,

[Your Name]