

# Letter of Cancellation of Service Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally notify you of my decision to cancel our service contract, effective immediately. This decision arises from my dissatisfaction with the services provided.

Despite my previous communications regarding the issues I've encountered, I have not observed any improvements. I believe that this decision is in the best interest of both parties.

According to the terms outlined in our agreement, I expect to receive confirmation of the cancellation and any final statements regarding outstanding payments.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]