

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Service Provider's Name  
Service Provider's Address  
City, State, Zip Code

Dear [Service Provider's Name],

I am writing to formally cancel my service contract with you, effective immediately. My contract details are as follows:

Contract Number: [Contract Number]  
Start Date: [Start Date]  
Service Type: [Type of Service]

Please confirm the cancellation of my contract and any final charges, if applicable. I appreciate your prompt attention to this matter.

Thank you for your services.

Sincerely,  
[Your Name]