

Service Contract Cancellation Letter

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 [Cancellation Date], due to my relocation to [New Location]. In accordance with the terms stated in our agreement, I am providing this notice [insert notice period if applicable].

Please confirm the cancellation of my service and any final billing statements. I appreciate the service provided thus far and hope to consider [Company Name] for future needs.

Thank you for your attention to this matter.

Sincerely,

[Your Name]