

Service Contract Cancellation

Date: [Insert Date]

To,

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

Dear [Service Provider's Name],

I am writing to formally notify you that I wish to cancel my service contract with [Service Provider's Company Name] for [Service Description/Account Number] effective immediately as of [Cancellation Date].

Please confirm the cancellation of my contract and provide any final statements or necessary actions that I need to complete.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]