

# Service Contract Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 that I am canceling my service contract for [type of service] that was scheduled to begin on [start date]. The contract number is [contract number].

Unfortunately, the services promised have not been rendered as agreed upon, specifically [briefly describe the unfulfilled services]. As a result, I have decided to terminate the contract effective immediately.

According to the terms outlined in the agreement, I am entitled to a full refund of any payments made. Please process this refund at your earliest convenience.

Thank you for your attention to this matter. I look forward to resolving this promptly.

Sincerely,

[Your Name]