

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

Recipient Name
Company Name
Company Address
City, State, ZIP Code

Dear [Recipient Name],

I am writing to formally notify you of the cancellation of our maintenance service agreement, dated [service agreement date], following my recent review of the contract terms and services provided.

As per the terms outlined in our agreement, I am providing you with [number of days] days notice prior to the cancellation effective on [effective cancellation date].

Thank you for the services rendered thus far. Please confirm the cancellation of the agreement and provide any details regarding final billing or outstanding matters.

Sincerely,
Your Name