

Maintenance Service Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally cancel my maintenance service contract with your company, effective immediately, due to redundancy of the service.

After careful consideration, I have decided to discontinue the maintenance services as I have found alternative solutions that better suit my current needs.

I would like to thank you for the services rendered thus far. Please confirm the cancellation of my contract and ensure that no further charges are applied to my account.

If you need any further information from my side, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]