

Maintenance Service Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Maintenance Service Provider's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally notify you that I would like to cancel my maintenance service contract scheduled under account number [Account Number], effective [Cancellation Date]. This decision is due to my upcoming relocation to [New Location].

I appreciate the services you have provided thus far and regret having to terminate our agreement. Please confirm the cancellation of my service and let me know if there are any final steps or documents needed from my side.

Thank you for your understanding.

Sincerely,

[Your Name]