

# Notice of Maintenance Service Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 wish to cancel my maintenance service contract with your company, effective upon the expiration date, which is [Insert Expiration Date].

Thank you for the services provided during the contract period. Please confirm the cancellation of my contract in writing.

Sincerely,

[Your Name]