

Letter of Cancellation for Maintenance Service

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 cancel the maintenance service contract, identified by the contract number [Contract Number], which I entered into with your company on [Start Date].

Unfortunately, I have experienced prolonged delays in service that have made it impossible for me to continue with our agreement.

Despite numerous attempts to resolve these issues, the lack of timely service has severely impacted my [specific situation or property affected]. As a result, I have decided to seek an alternative provider who can meet my maintenance needs promptly.

Please consider this letter as my official notice of cancellation, effective immediately. I request that you confirm the cancellation in writing and provide any necessary final documentation as soon as possible.

Thank you for your attention to this matter.

Sincerely,

[Your Name]