

Service Termination Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the termination of my aviation services contract with [Company Name], effective [Insert Termination Date]. My decision is based on [brief explanation, e.g., personal circumstances, budget constraints, etc.].

According to our agreement, I am providing [insert required notice period, if applicable] notice. I would appreciate your confirmation of the cancellation and any further instructions regarding the termination process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title, if applicable]