

Letter of Contract Cancellation

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 cancellation of my phone contract with [Company Name], account number [Account Number], effective immediately due to unexpected circumstances.

Unfortunately, I have encountered [briefly explain circumstances, e.g., financial difficulties, medical issues, relocation], which have made it impossible for me to fulfill the terms of my contract.

According to the terms of the contract, I understand that I may be liable for cancellation fees. However, I sincerely hope you will consider my situation and allow for an exception.

Please confirm the cancellation of my contract and any further actions required on my end. I appreciate your understanding and prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]