

Cancellation of Tutoring Service

Date: [Insert Date]

To: [Tutoring Service Provider's Name]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Tutoring Service Provider's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to cancel my tutoring service contract effective immediately and prior to the renewal date.

Although I have appreciated the support and assistance provided during our sessions, I have decided to pursue other educational options that are more aligned with my current needs.

I would like to thank you and the tutors for the invaluable help during our time together.

Please consider this letter my official cancellation notice. If there are any final procedures or paperwork needed on my part, kindly let me know.

Thank you for your understanding.

Sincerely,

[Your Name]