

Tutoring Service Cancellation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tutor's Name]

[Tutoring Service Name]

[Service Address]

[City, State, Zip Code]

Dear [Tutor's Name],

I hope this message finds you well. I am writing to formally inform you that I will be canceling my tutoring services effective immediately. After careful consideration, I have decided to change my academic focus, which necessitates this decision.

I want to take a moment to express my gratitude for the support and guidance you have provided during our sessions. Your expertise has been invaluable, and I truly appreciate all your efforts.

Please let me know if there are any final matters we need to address. I wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]