

# Cancellation of Cleaning Service Contract

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Cleaning Service Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Cancellation of Cleaning Service Contract**

Dear [Service Provider's Name],

I am writing to formally inform you that I wish to cancel my cleaning service contract with [Cleaning Service Company Name], effective [Cancellation Date]. My account number is [Account Number].

This decision has not come easily, but after careful consideration, I have decided to discontinue the service for personal reasons.

Please confirm the cancellation of my contract and let me know if there are any final procedures I need to complete.

Thank you for your understanding. I appreciate the services provided thus far.

Sincerely,

[Your Name]