

# Recycling Service Cancellation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to formally announce the cancellation of our recycling service agreement effective [Insert Effective Date]. This decision has been made after careful consideration of our current business operations and needs.

We appreciate the services provided by your company during our partnership and value the professional relationship we have established.

Please confirm the cancellation of our recycling service and any final procedures we need to complete on our end.

Thank you for your attention to this matter. We wish your company continued success in the future.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]