

# Cancellation of Recycling Service

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of the cancellation of my recycling service with [Company Name] due to the expiration of our contract, which was effective from [Contract Start Date] and ended on [Contract End Date].

Please consider this letter as my official request to terminate all services beginning on [Cancellation Date]. I would like to thank you for the services provided during the contract term.

If there are any final steps required from my side to complete the cancellation process, please inform me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]