

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Cancellation of Software License Agreement

Dear [Recipient Name],

I am writing to formally notify you that I wish to cancel the Software License Agreement, dated [insert date of agreement], for the software [insert software name]. In accordance with the terms outlined in the agreement, I am providing this notice to ensure a smooth termination of the license.

Please confirm the cancellation of the license and any further actions required on my part. I would also appreciate receiving written confirmation of this cancellation.

Thank you for your attention to this matter.

Sincerely,
[Your Name]