# Client-Initiated Software License Cancellation

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to formally request the cancellation of my software license for [Software Name] associated with the account number [Account Number], effective immediately. The decision to cancel has been made due to [brief reason for cancellation, e.g., budget constraints, inadequate software performance, etc.].

As per the terms of our agreement, I kindly ask you to process the cancellation and confirm the termination of the license. Please let me know if there are any additional steps I need to follow or if there are any outstanding payments to settle.

I appreciate your attention to this matter and look forward to receiving the confirmation of the cancellation.

Thank you for your understanding.

Sincerely,
[Your Name]