

Software License Cancellation Notice

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 inform you of my decision to cancel the software license associated with [Software Name], license number [License Number], effective [Cancellation Date].

As per the terms outlined in the license agreement, I have complied with the necessary procedures for cancellation. I request that you confirm the cancellation of the license and any final transactions related to it.

Thank you for your attention to this matter. Please let me know if you require any additional information.

Sincerely,

[Your Name]