

# Letter of Intent to Cancel Software License

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of our intent to cancel the software license agreement dated [Date of Agreement] for the software [Software Name]. We have decided to discontinue our use of the software for the following reasons: [Brief Explanation].

Please consider this letter as our official notice of cancellation, as per the terms outlined in the agreement. We request that you provide us with confirmation of the cancellation and any necessary steps we need to follow to finalize this process.

Thank you for your attention to this matter. We hope to resolve this amicably and in a timely manner.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]