

Cancellation Notice

Date: [Current Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

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

Dear [Supplier Contact Name],

I hope this message finds you well. I am writing to formally notify you that we are canceling our office supply subscription effective immediately, due to recent policy changes that no longer align with our operational needs.

We appreciate the service you have provided to us and the support your team has offered. Please confirm the cancellation of our subscription and let us know if there are any outstanding matters we need to address.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]