

Consulting Service Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Consulting Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Consultant's Name],

I am writing to formally cancel the consulting services provided by [Consulting Company Name], effective immediately. Despite the previous discussions and engagements, I have decided to discontinue our services due to [brief reason for cancellation, if desired].

Please consider this letter as my official notice of cancellation. I kindly request confirmation of this cancellation in writing.

Thank you for your understanding.

Sincerely,

[Your Name]