

Consulting Service Cancellation Letter

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Consulting Firm Name
Firm Address
City, State, Zip Code

Dear [Consultant's Name],

I am writing to formally notify you that I am canceling my consulting service with [Consulting Firm Name], effective [Last Service Date]. This decision was made after careful consideration and is based on [brief reason for cancellation, if appropriate].

According to our agreement, I understand that I must provide [X days/weeks] notice and I believe this letter serves as the appropriate notice period.

Please confirm receipt of this letter and let me know if there are any final steps I need to take to finalize this cancellation.

Thank you for your understanding and for the services provided during our time together.

Sincerely,
[Your Name]