

Consulting Service Cancellation Request

Date: [Insert date]

[Consulting Firm Name]

[Consulting Firm Address]

[City, State, Zip Code]

Dear [Consulting Firm Contact Name],

I am writing to formally request the cancellation of the consulting services provided to me as per our agreement dated [Insert contract date]. After careful consideration, I have decided to discontinue the services due to [briefly explain reason, if desired].

Please let me know any final procedures required to complete this cancellation, including the settlement of any outstanding invoices.

Thank you for your understanding. I appreciate your assistance during our working relationship.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]