

# Service Contract Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my decision to cancel the service contract [Contract Number/Name] that I entered into on [Contract Start Date]. As per the terms of the agreement, I am providing this notice [xx days/weeks] in advance.

Reason for Cancellation: [Briefly state the reason if you wish to share]

Please confirm the cancellation of my contract and any final steps that may need to be taken from my side. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]