

Cancellation of IT Support Contract

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of our decision to cancel the IT support contract (Contract No: [Contract Number]) between [Your Company Name] and [Recipient Company Name], effective [Cancellation Date].

This decision has been made after careful consideration, and we appreciate the support provided by your team during our partnership. However, we have decided to pursue a different direction regarding our IT support needs.

We kindly request confirmation of this cancellation in writing. Please let us know if there are any final requirements or outstanding items to address.

Thank you for your attention to this matter. We wish [Recipient Company Name] continued success in the future.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]