

IT Service Termination Request

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

From: [Your Name]

Position: [Your Position]

Company: [Your Company Name]

Address: [Your Company Address]

Dear [Service Provider Name],

I am writing to formally request the termination of IT services provided to [Your Company Name] under the contract dated [Insert Contract Date]. In accordance with the terms outlined in our agreement, we would like to terminate the service effective [Insert Termination Date].

Please consider this letter as the official notice of termination. We request a confirmation of the cancellation and any final billing details to be sent to us at your earliest convenience.

Thank you for your services during our partnership. If you require any further information or have questions, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]