

# Withdrawal from IT Services Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally withdraw from the IT Services Agreement signed on [Insert Agreement Date]. After careful consideration, I have decided to terminate our agreement effective immediately.

Please confirm the receipt of this withdrawal and provide any necessary instructions regarding the conclusion of our services.

Thank you for your understanding.

Sincerely,

[Your Name]