

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of support services provided to [Your Company/Your Name] as of [Effective Cancellation Date]. This decision has been made after careful consideration of our current needs.

Please ensure that all ongoing projects and communications are concluded by this date. We appreciate the support and services that have been provided up to this point.

If there are any final tasks or paperwork that require my attention, please let me know at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]