

Cancellation Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you of my decision to cancel my ongoing agreement with [Company Name] due to consistent discrepancies that have not been resolved. Despite my previous communications regarding these issues, I have not seen any satisfactory action taken to rectify the situation.

Given the circumstances, I believe it is in my best interest to terminate our agreement effective immediately. Please consider this letter as my official cancellation notification.

I would appreciate your prompt confirmation of this cancellation and any necessary steps I should follow to complete the process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]