

Letter of Intent to Cancel Production Services Agreement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [MM/DD/YYYY]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of my intent to cancel the Production Services Agreement dated [Insert Agreement Date] between [Your Company Name] and [Recipient Company Name]. After careful consideration, I have decided to terminate this agreement effective [Insert Effective Termination Date].

Please let me know if any further actions are required on my part to finalize this cancellation. I appreciate the services provided thus far and wish you continued success in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]