

# Client Cancellation Responsibilities

Date: [Insert Date]

To: [Client Name]

[Client Address]

Dear [Client Name],

We acknowledge the receipt of your request to cancel your [service/product] contract with us, effective [insert cancellation date]. We would like to outline the responsibilities and next steps regarding this cancellation.

## Cancellation Responsibilities:

1. **Confirm Receipt:** Please confirm that you have received this letter acknowledging your cancellation request.
2. **Final Payment:** Ensure all outstanding invoices are settled by [insert due date].
3. **Return of Property:** If applicable, please return any company property by [insert return date].
4. **Access to Records:** You will maintain access to your account records until [insert date].
5. **Feedback:** We welcome any feedback you may have about our services and your experience.

If you have any questions or need further assistance, please do not hesitate to contact us at [contact information].

Thank you for your attention to these matters.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]