

# **Business Center Service Cancellation**

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Business Center Name]  
[Business Center Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the cancellation of our business center services, effective [Cancellation Date]. This decision has been made after careful consideration of our current business needs.

We appreciate the services provided by [Business Center Name] during our time as clients and thank you for your support. Please confirm the cancellation and advise on any final processes we need to complete.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]