

Preliminary Cancellation Request Letter

Subject: Inquiry About Cancellation Process

Dear [Recipient's Name],

I am considering cancelling my current agreement with [Company/Organization Name]. Before making a final decision, I would like to inquire about the official process, notice period, and any associated fees or obligations.

Once I have this information, I will be able to confirm whether I wish to proceed with the cancellation.

Kindly provide me with the necessary details at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

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