

Service Contract Cancellation Letter Sample

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Service Provider's Name]

[Service Provider's Address]

[City, State, Zip Code]

Subject: Cancellation of Service Contract

Dear [Service Provider's Name],

I hope this letter finds you well. I am writing to formally request the cancellation of my service contract with your company, which was initiated on [start date of the contract]. My contract number is [contract number], and it pertains to the [service type] service.

Due to [mention the reason for cancellation briefly, e.g., relocation, financial constraints, or change in service requirements], I am no longer in a position to continue using the services provided by your company. Therefore, I kindly request the termination of my service contract.

As per the terms and conditions outlined in the contract agreement, I am aware that I am required to provide [mention notice period as per the contract, if applicable, or state "the standard notice period"] notice before the contract termination takes effect. With this letter, I am providing [number of days/weeks/months, as per the notice period] notice to comply with the contract requirements.

I would appreciate it if you could confirm the receipt of this letter and the effective date of contract termination. Additionally, I request that you cease all billing and charges related to my account from the date of contract termination.

Please inform me of any further actions needed from my side to complete the cancellation process. I

expect the refund of any applicable deposits or advance payments as stipulated in the contract agreement.

I would like to express my gratitude for the services provided during the term of the contract and sincerely hope for a smooth and prompt cancellation process.

If you require any further information or documentation from me to process this cancellation, please do not hesitate to contact me via email at [your email address] or by phone at [your phone number].

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]