

# Professional Service Contract Cancellation

Subject: Contract Cancellation Notice - [Contract Number/Service Type]

Dear [Service Provider Name/Contract Manager],

I am writing to formally notify you of my intention to cancel the service contract dated [Contract Date] for [Service Description]. This cancellation is in accordance with the terms outlined in Section [X] of our agreement.

The effective cancellation date will be [Date], which provides the required [X days/weeks] notice as specified in our contract. I have reviewed the contract terms regarding cancellation procedures and early termination clauses.

Please confirm receipt of this cancellation notice and provide details regarding any outstanding obligations, final billing, or equipment return procedures. I would appreciate a written confirmation of the cancellation and the final settlement amount.

I want to express my appreciation for the services provided during our business relationship. This decision is based on [brief reason: business restructuring/budget constraints/service no longer needed].

Please contact me at [Phone Number] or [Email Address] if you require any additional information or documentation to process this cancellation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Full Name]

[Title]

[Company Name]

[Date]

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