

Amicable Contract Cancellation

Subject: Service Contract Cancellation - Thank You for Everything!

Hi [Service Provider Name],

I hope this email finds you well. I'm reaching out to let you know that I'll need to cancel our service contract for [Service Type] that we started on [Date].

This isn't a reflection of your excellent work - you've been fantastic to work with! The decision comes down to some changes in our business direction that mean we no longer need this particular service.

According to our agreement, I'm providing [X days] notice, with the cancellation taking effect on [Date]. I want to make sure we handle everything smoothly and professionally.

Could you please let me know:

- Any final steps needed from my end
- The final billing amount and payment due date
- When I should expect the final invoice
- Any equipment or materials that need to be returned

I'd be happy to provide a testimonial or refer other businesses to you - your service quality has been top-notch throughout our partnership.

Thanks again for everything, and I wish you continued success!

Best regards,

[Your Name]

[Your Position]

[Phone Number]

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