

Contract Cancellation Due to Business Relocation

Subject: Service Contract Cancellation - Business Relocation

Dear [Service Provider],

I am writing to inform you that I must cancel our service contract for [Service Description] due to business relocation outside your service area.

Our company will be moving to [New Location] on [Moving Date], which unfortunately falls outside your geographical service coverage. This relocation makes it impossible to continue our current service arrangement.

The contract cancellation will be effective [Date], and I am providing [X weeks] advance notice as required. I have greatly valued our business relationship and the quality service you have provided over the past [Time Period].

Please advise on the following:

- Final service date and any scheduling adjustments needed
- Equipment pickup or return procedures
- Final billing cycle and payment arrangements
- Any termination fees that may apply due to early cancellation

If your company expands to the [New Area] region in the future, I would definitely consider resuming our business relationship.

Thank you for your understanding and cooperation during this transition.

Respectfully,

[Your Name]

[Current Address]

[New Address]

[Contact Information]

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