

Contract Cancellation Due to Service Issues

Subject: Service Contract Cancellation Notice - Performance Issues

Dear [Service Provider Manager],

After careful consideration and multiple attempts to resolve ongoing service quality issues, I am formally canceling our service contract for [Service Type] effective [Date].

Over the past [Time Period], we have experienced recurring problems including:

- Inconsistent service delivery below contracted standards
- Repeated delays in response times
- Failure to meet quality benchmarks outlined in our agreement
- Inadequate resolution of customer complaints

Despite our discussions on [Previous Communication Dates] and your assurances of improvement, these issues have continued to impact our operations negatively.

This cancellation provides [X days] notice as required by our contract. Please provide:

- Written acknowledgment of this cancellation
- Final accounting of all charges and fees
- Schedule for any equipment removal or final services
- Confirmation that all confidential information will be returned or destroyed

While I am disappointed that our business relationship must end this way, I trust you understand that consistent, reliable service is essential for our operations.

[Your Full Name]

[Position]

[Company]

[Contact Information]

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