

Contract Cancellation Due to Business Merger

Subject: Service Contract Cancellation - Business Merger

Dear [Service Provider],

Following our recent business merger with [Company Name], I am writing to notify you of the cancellation of our existing service contract for [Service Description] effective [Date].

The merged entity has elected to consolidate services with existing providers to streamline operations and reduce redundancy. This business decision affects multiple service contracts and is not a reflection of your service performance.

Our contract dated [Original Contract Date] will terminate on [Termination Date], providing the required [Notice Period] advance notice. During the transition period, we request:

- Continued service delivery at current levels until the termination date
- Coordination with our new service provider for seamless transition
- Final billing and settlement of all accounts
- Return of any proprietary information or materials

We may have opportunities for future collaboration in different capacities or locations. Your professionalism and service quality have been appreciated throughout our partnership.

Please confirm receipt of this notice and provide details for the transition process.

Best regards,

[Your Name]

[Title - Pre-Merger Company]

[New Company Name]

[Transition Contact Information]

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