

Contract Cancellation Due to Technology Changes

Subject: Service Contract Cancellation - Internal Technology Upgrade

Hello [Service Provider Team],

I'm writing to inform you that we will be canceling our service contract for [Service Type] as we're implementing new internal technology solutions that will handle these functions.

Our IT department has developed an in-house system that better integrates with our existing infrastructure, making your external service unnecessary. This technology upgrade is part of our digital transformation initiative.

The contract cancellation will take effect on [Date], giving us the [X weeks] notice period specified in our agreement.

To ensure a smooth transition, please help us with:

- Data export and transfer procedures
- Final system backup and documentation
- Account closure and final billing
- Any training or handover materials for our internal team

Your service has been reliable and professional, and this change is purely strategic rather than performance-related. We'd be happy to serve as a reference for your future clients.

Thanks for your cooperation during this transition!

[Your Name]

[IT Director/Manager]

[Company Name]

[Email Address]

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