

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Service Provider's Name]
[Service Provider's Address]
[City, State, Zip Code]

Subject: Termination of Service Contract

Dear [Service Provider's Name],

I hope this letter finds you well.

I am writing to formally notify you of my decision to terminate the service contract dated [insert contract date] between [Your Name/Your Company Name] and [Service Provider's Name].

As per the terms outlined in the contract, I am providing [insert notice period, e.g., 30 days] notice of cancellation. The termination will be effective on [insert effective termination date].

Please consider this letter as my official notice of termination. I kindly request that you confirm receipt of this letter and provide any details regarding the next steps, including the settlement of any pending accounts.

Thank you for your services. I appreciate your understanding regarding this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]