

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

[Recipient's Name]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent to Cancel [RC/Contract/Agreement Number]

I hope this letter finds you well. I am writing to formally express my intent to cancel my [describe the agreement, e.g., "rental contract," "membership," "subscription"] with [Company/Organization Name] as of [desired cancellation date].

The decision to cancel has not been made lightly, and I would like to thank you for your [service/support] during our time together. However, due to [brief reason for cancellation, if applicable], I find it necessary to terminate our agreement.

Please confirm the receipt of this letter and the processing of my cancellation. Additionally, I would appreciate any further instructions regarding the next steps, including the return of any deposits or equipment.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]