[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the email address]

[Mention the date]

Subject- Notice for Cancellation Letter

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient],

I am [mention the name of the sender], and I work at [mention the company or organization of the sender] as a [mention the work post of the sender]. We would like to let you know that, effective [mention the date], we will no longer need the services of [mention the name of company or organization]. We have given the minimum amount of notice required by our agreement with this notification. Although your business has previously given us excellent service, we have decided to end our business relationship for [mention the reasons].

Our business will stop placing orders with your company going forward. Orders and deliveries made prior to the date of this letter cannot be canceled unless we specifically notify you. Before our contract is formally terminated, all unfulfilled orders should ideally be finished. By [mention the date], we will pay off any lingering balances on our account. Therefore, we ask that you send us all pertinent invoices by [mention the date]. I must receive written confirmation of the order's cancellation as soon as possible. Within [mention the number of working days] working days, I must receive my entire deposit back. I appreciate you helping me out with this.

Please confirm that you have received this letter, which ends our contract and closes our account. You can contact me at [mention the phone number of the sender] or [mention the e-mail address of the sender] if you have any questions.

We appreciate your continued cooperation, and we thank you.

[Mention the name]

[Mention the profession]

[Mention the contact details]