

Formal Cancellation Notice

Date:

To:

<input type="text"/>
<input type="text"/>

Subject: **Notice of Cancellation**

Dear ,

This letter serves as formal notice of cancellation for , effective on
.

Please consider this letter as my official request to terminate the above-mentioned service/agreement. Kindly confirm receipt and the procedure for the return of any deposits or final settlements.

Thank you for your attention to this matter.

Sincerely,

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