

Date:

From,

Your Name

Your Address

Your Contract Details

To,

Contract Person

Designation

Company Name

Company Address

Subject: Contract Termination Letter.

Dear Sir/Madam,

I am writing this letter to confirm that as of (Date you wish to end the contract), I will no longer need to use the services of (Company Name). For economic reasons, I have decided to avail of the services of another company. I have always been pleased with the service your company has offered and it is my wish that we part on good terms,

Since this termination letter is within the notice period mentioned in our agreement I trust that I will not be charged any cancellation fees. Please feel free to contact me about any questions you may have regarding the cancellation of our agreement. Thank you.

Best Wishes,

Your Signature

Name