Date: \_\_\_

From,

Your Name

Address, including City,

State/Province, Zip Code/Postal Code

To,

Contract Company Name

Company Address, including City,

State/Province, Zip Code/Postal Code

**Subject: Cancellation of service contract**

Dear Sir/Madam,

This is to inform you that I am cancelling my internet service contract as I’m shifting to other city and hence, I don’t require internet services at my current location.

My customer Id is (customer id). As per the contract if I cancel my service withing 30 days’ notice period there is no penalty. The final payment is made by me, and I am enclosing a copy of my contract.

Your services were very good, and I look forward to renewing your contract at my new location. Kindly confirm my contract cancellation.

Thank you.

Sincerely,

Signature

Name