lovetoknow
advice women can trust
Logo will not print with document

Today's Date

Your name
Your street address
Your city, state, zip

Person addressed to
Business name
Business street address
Business city, state, zip

Dear sir or madam:

Effective (date), we would like to cancel our contract for monthly maintenance on the XYZ Photocopy Machine. Please credit our account with any balance owed.

The details of our contract are as follows:

(Customer name/business name)
(Contract number)
(Customer number)

If you have any questions, I may be reached via email at (email address) or by telephone at (telephone number). I would appreciate confirmation of this letter and that our account is closed in writing within 30 days of receipt of this letter.

Thank you for your prompt attention to this matter.

Sincerely,

(signature)

(type out your name)
(type out your title)