[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF CANCELLATION FOR NON-COMPLIANCE

Dear [Recipient Name],

This letter serves as formal notification that your [Agreement/Contract/Account Type], referenced as [Account/Contract Number], will be cancelled effective [Effective Date of Cancellation].

This decision has been made due to your non-compliance with the following terms and conditions outlined in our agreement:

- [Description of specific violation or missed requirement]
- [Reference to specific section or clause of the agreement]

Despite previous notifications sent to you on [Date of previous warning/notice], the required corrective actions were not taken within the specified timeframe. As a result, we are exercising our right to terminate the relationship.

As of [Effective Date], all services will be suspended. Please ensure that any outstanding balances are settled by [Payment Due Date] and that any [Company Property/Equipment] is returned to our office no later than [Return Date].

If you believe this notice has been sent in error or if you have completed the compliance requirements within the last 24 hours, please contact our department immediately at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]