

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

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Notice of Non-Renewal / Cancellation of [Contract/Account Number]

Dear [Recipient Name],

I am writing to formally notify you that I do not wish to renew my agreement for [Service/Product Name] associated with account number [Account Number].

Please consider this letter as formal notice to terminate the contract at the end of the current term. According to my records, the current term is scheduled to expire on [Expiry Date]. I request that the cancellation becomes effective on that date and that no further charges are applied to my account following the expiration of the term.

I would appreciate a written confirmation that this cancellation request has been processed and that no further renewals will occur.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]