

Cancel Contract.pdf (to be sent within the agreed cancellation period, often 3 months before annual renewal)

Here are some example PDF documents (trade marks acknowledged) that may help you in cancelling your existing agreement.

Supplier name  
Address

Date

Dear Sirs,

Please accept this letter as notice of termination of my agreement with your company, reference ??contract-no??, account number ??account-no??.

I believe the end of the current contract with you to be ??date?? and no service will be accepted after this date. I would be obliged if you would remove your equipment on the last day of this terminated agreement by arrangement with myself.

Please confirm to me in writing that my instructions have been received and dealt with as requested.

Thank you for your past service.

Yours sincerely,