

Terminate 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 immediate termination of my agreement with your company, reference ??contract-no??, account number ??account-no??.

The end of the agreement will be today and no further servicing will be accepted after this date, other than for your staff calling to collect your equipment. I would be obliged if you would arrange removal of equipment promptly.

I have not given you the full notice as set out in my service agreement as you have breached the agreement in not providing me with the service that you undertook to carry out. In particular, you have:

??specify missed dates – be specific??

??anything specifically covered in the contract not adhered to by the supplier??

Please confirm to me in writing that my instructions have been received and dealt with as requested. I shall expect a credit for the proportion of time still left on the existing agreement, and would request a monetary refund rather than a credit note on account.

Yours sincerely,