

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name/Contact Person]
[Service Provider Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF CONTRACT CANCELLATION AND MANAGEMENT CHANGE

Dear [Recipient Name],

Please accept this letter as formal notification that we are terminating our service contract with [Service Provider Company Name] for [Type of Service], effective [Last Date of Service].

This decision follows a recent change in our management structure. Our new management team has decided to consolidate operations and transition to a different service model. According to our agreement, we are providing the required [Number] days' notice period.

Please ensure that all services are concluded by the date mentioned above. We request that you send a final invoice for all outstanding balances incurred up to that date. Any automatic payments or authorizations should be cancelled immediately following the final billing cycle.

Furthermore, please arrange for the return of any [Company Name] property, keys, or access cards currently in your possession by [Return Date].

We appreciate the services provided during our partnership and wish your company the best.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title]