



## Service Contract Cancellation Email Template

This email should be copied, pasted, and sent to your point of contact at your service provider. The day that the email is sent is the day that it is assumed the cancellation period starts. Depending on how your contract is worded (usually 30-days), that starts the 'switch period,' where you're still able to:

- Contact your prior contractor for help.
- Ask your contractor for copies of records, maintenance logs, and invoices that haven't been sent yet.

=====COPY, PASTE, and SEND THIS TEXT=====

Hello,

I am writing to provide formal notice that I am cancelling my service contract, effective 30 days from today. Please consider this message my official 30-day cancellation notice in accordance with the terms of our agreement.

During this transition period, please continue providing service as usual. If you require any additional information to process this cancellation, feel free to let me know.

Thank you for your service up to this point.

Sincerely,

[Your Name]

[Account Number or Service Address]

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