Contract or subscription cancellation letter

Sender

Full name

Full address

Telephone

E-mail address

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: cancellation of contract

Dear Sir or Madam,

I am writing to inform you that I am cancelling the contract described below, in accordance with its terms and with the applicable law, with effect from the date shown.

Contract concerned

Type of contract or service

Contract no.

Customer no.

Date taken out

Requested effective date of cancellation

Reason

Please confirm in writing that you have recorded this cancellation, the date on which the contract will end and, where applicable, the amount of any refund or balance due.

Yours faithfully,

Enclosures

Signature

Name in full

How it is sent

- [ ] Registered letter with proof of delivery (or equivalent)
- [ ] Delivered by hand against a signed receipt
- [ ] Other method