

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.

Thank you for your past service.

Yours sincerely,