

Letter to Cancel a Water Service Contract

[Your Name]

[Address]

[Letter Date]

[Recipient's Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's name]

First of all, I would like to thank you very much for the mineral water services that you have been providing at our office. You never disappointed us so we never had to complain for anything. Since our annual contract is ending this [June] I want to inform you that we will not be continuing the contract this time. The reason for the cancellation of the contract is that we have installed modern technological water filters at our office and we will no more need to order drinking water from outside therefore, cancelling the contract for water services. The bill for the June services will be paid on 15th as always.

Once again thank you very much for your excellent services that you have provided in all these years.

Sincerely,

[Your Name]

[Your Title] -Optional-