

## Letter to Discontinue Service

[Name of Consumer]

[Contract or consumer number (if any)]

[Address of Consumer]

[City, State, Zip Code]

[Date]

[Name of Company]

[Address of Company]

[City, State, Zip Code]

Dear Sir / Madam:

Dear [Name of Company],

I am writing this letter to inform you that the contract between Name of Company and yourself for the supply of 10 cases of bottled water per week will expire on [Date]. We have decided not to renew the contract. As stipulated in the contract, we are well within our rights to cancel at any time before the expiration date.

Thank you for your service up until this point. We have been satisfied with the quality of your product and your punctuality in delivery. However, we have found that we no longer require such a large quantity of water and have decided to cancel the contract.

We wish you all the best in your future endeavors.

Sincerely,

[Name of Consumer]

Signature of Consumer

Name Printed of Consumer

List of Enclosures