

CANCELLATION OF SERVICE

Today's Date

Company Name

Company Address

City, State, Zip

N.H.P.J. Consulting Group
P.O. Box 1042
Greenbelt, Maryland
20768-1042

Greetings:

Effective (today's date _____), I would like to cancel our agreement for
your _____ Service.

For your reference, my contract number is _____

Please confirm receipt of this letter by telephone at _____ or email
at _____ . Thank you for your prompt attention to this
matter.

Sincerely,

Your name