

< ***Your Company Logo on Company Letterhead*** >

< Today's Date >

< Your SAP subsidiary >

< Address of SAP location for all notifications outlined in your master agreement >

Subject: Immediate Cancellation of SAP Annual Support Contract(s) <contract number(s) >

To Whom it May Concern:

This letter serves formal notice that < your organization > is canceling SAP annual maintenance, effective 31 December 2020 per master agreement < your master agreement number >. We are providing this notice according to the 30 September 2020 deadline and are aware that SAP must receive written notice before 1 October 2020.

Yours truly,

< name of your organization's contact who will be negotiating better service at lower cost >

< contact title >

< contact business phone number >

< contact email address >

SAMPLE