

[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 2021 per master agreement [your master agreement number]. We are providing this notice according to the 30 September 2021 deadline and are aware that SAP must receive written notice before 1 October 2021.

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