

[Your Company Logo or Letterhead]

[Date]

[SAP corporation or subsidiary per your master agreement]

[Address of SAP location for notifications per your master agreement]

Subject: Notice of cancellation of SAP support contract(s)

To whom it may concern:

[Your organization name] will cancel its SAP annual support contract effective December 31, [this year] per the master agreement and contract(s) listed below. We are providing written notice on or before September 30, [this year].

[Master agreement name and date]

[Additional contract ID as needed]

Regards,

[Your name]

[Your title]

[Your organization]

[Your address]