John Williams  
1234 Main Street  
Arlington, TX 76010

December 1, 2010

Mr. Jack Johnson  
Vice President  
Johnson Delivery Service   
25 South Street  
Fort Worth, TX 76052  
  
  
Dear Mr. Johnson,   
  
This letter is being written to confirm that as of tomorrow 12/02/2010, I will no longer need to use Johnson Delivery Service. I have been pleased with our prior relationship and it is my wish that we part on good terms, I have decided to use another delivery service due to their ability to serve me sooner in the morning.   
  
My contract agreement with Johnson Delivery Service for the calendar year expires 12/31/2010. Please use this letter as our notice not to renew that contract. This is outside the standard 20 days notice required by the contract that I signed. Please feel free to contact me with any additional issues you may have regarding this contract termination letter.   
  
Best Wishes,  
John Williams