

Formal Contract Cancellation Letter

Subject: Termination of Contract Agreement

Dear [Recipient's Name],

I am writing to formally notify you of my decision to terminate the contract dated [date] between [your company/your name] and [recipient's company/name]. After reviewing the terms and conditions of our agreement, I have determined that cancellation is necessary due to [reason, e.g., unsatisfactory performance, change in business needs, or breach of terms].

According to the contract clause [number], I am providing [number of days] days' notice of cancellation, effective from [effective date]. Please ensure that all outstanding payments, deliverables, or documents are settled before this date.

I appreciate the services rendered during the term of our agreement and hope we can conclude this matter smoothly. Please confirm receipt of this letter and acknowledge the termination in writing.

Sincerely,

[Your Name]

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