

Professional Business Contract Cancellation Request Letter

Subject: Contract Cancellation Request

Dear [Recipient's Name],

I am writing to formally request the cancellation of the contract dated [date], entered between [Your Company] and [Other Party]. This decision has been made after careful consideration of our current business needs and priorities.

We would like the termination to take effect on [proposed date], in accordance with the notice period stipulated in the contract. Kindly advise on any outstanding obligations or settlement required for a smooth closure.

We appreciate the cooperation extended during the term of this agreement and hope to maintain a positive professional relationship in the future.

Sincerely,

[Your Name]

[Your Title]

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