

Contract Cancellation Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Date]

[Recipient Name]

[Recipient Address]

[City, State ZIP Code]

Dear [Recipient Name],

I am writing to formally request the cancellation of our contract dated [Date of Contract] for [Service/Product]. I have thoroughly reviewed the terms and conditions of our agreement and have concluded that it no longer meets my current needs.

As per the cancellation clause in our contract, I am providing [notice period, if any] days' notice of my intent to terminate the contract. I request that you acknowledge receipt of this letter and confirm the cancellation of the contract within [number of days] days.

Please let me know if there are any steps that I need to take to ensure a smooth transition. I would appreciate it if you could provide me with any necessary information regarding the process of cancelling the contract, including any outstanding fees or obligations that I need to fulfill before the cancellation takes effect.

I would like to thank you for your services to date and apologize for any inconvenience caused by this cancellation.

Sincerely,

[Your Name]