

Construction Project Cancellation Letter

Subject: Notice of Project Cancellation - [Project Address/Name]

Dear [Contractor Name],

This letter serves as official notification of the cancellation of the construction project at [Property Address], Contract Number [Contract Number], effective immediately.

Due to unforeseen financial constraints and changes in our development timeline, we must terminate this project before commencement of construction activities. This decision is final and is made in accordance with Section [X] of our signed contract dated [Date].

As per our contractual agreement, we will compensate you for all preparatory work completed to date, including architectural reviews, permit applications, and material orders. Please submit a detailed invoice for work performed through [Date] within 10 business days.

All project materials currently in your possession should be returned to our offices by [Date]. Any materials already ordered on our behalf should be cancelled if possible, or arrangements will be made for transfer of ownership.

We acknowledge that this cancellation may impact your scheduling and workforce allocation. We will provide positive references for your professional services and hope to work together on future projects when circumstances permit.

Please contact our project manager at [contact information] to coordinate the orderly wind-down of all project activities and to address any questions regarding final settlements.

Thank you for your professionalism and understanding.

Respectfully,

[Your Name]

[Title]

[Company/Organization Name]

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