

Professional Email for Contract Termination

Subject: Notice of Contract Termination

Dear [Real Estate Agent/Agency],

This email serves as official notice that I am terminating the real estate contract signed on [Contract Date] for [Property Address]. The decision is based on [brief reason, e.g., personal circumstances, financing issues].

Kindly confirm receipt and provide guidance regarding any remaining formalities, including refund of any deposits.

Best regards,

[Sender Name]

[Contact Information]

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