

Project Cancellation Notice

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Project Cancellation Notification

Dear [Stakeholder Name],

We regret to inform you that after careful consideration and thorough evaluation of the feedback received from our stakeholders, we have decided to cancel the [Project Name] project effective [Cancellation Date].

The decision was made in light of the challenges identified during our discussions, and we believe that discontinuing this project aligns with our commitment to delivering value and maintaining the highest standards of quality.

We appreciate the time and insights you and other stakeholders provided throughout this process. Your feedback was invaluable in shaping our understanding of the project's feasibility and alignment with our strategic objectives.

We remain committed to supporting our stakeholders and welcome any further feedback you may have on this decision. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]