

Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Consultant's Name]

[Consultant's Company]

[Company Address]

[City, State, Zip Code]

Dear [Consultant's Name],

I am writing to formally notify you that I wish to cancel the consultancy services provided under our agreement dated [Insert Date of Agreement]. Please consider this letter as my official notice of cancellation.

As per the terms of our agreement, I am providing the required [number of days/weeks] notice before the cancellation will take effect on [Insert Cancellation Date].

Thank you for the services you have provided thus far. I appreciate your understanding and cooperation in this matter.

Sincerely,

[Your Name]