

Consulting Contract Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to cancel our consulting contract dated [Insert Date of Contract]. As per the terms outlined in the agreement, I am providing you with [Insert Notice Period, e.g., 30 days] notice of this cancellation.

This decision was not made lightly, and I appreciate the time and effort you have put into our collaboration. However, [briefly explain reason if appropriate].

Please let me know if there are any final steps I need to take, or if you require any further information from my side to finalize this cancellation.

Thank you for your understanding, and I wish you all the best in your future endeavors.

Sincerely,

[Your Name]