

Project Cancellation Notification

Date: [Insert Date]

To: [Partner's Name]

From: [Your Name]

Subject: Project Cancellation Notice

Dear [Partner's Name],

I hope this message finds you well. I am writing to inform you that, after careful consideration, we have decided to cancel the [Project Name] project effective immediately.

This decision is the result of [brief explanation of the reasons for cancellation, e.g., unforeseen circumstances, budget constraints, or strategic reevaluation]. We understand the commitment and investment you have made, and this decision was not made lightly.

We truly value the partnership we have built with you and appreciate all the efforts you have contributed thus far. We are committed to ensuring a smooth transition and will be reaching out to discuss any final steps and address any concerns you may have.

Thank you for your understanding and support during this time. If you have any questions or would like to discuss this matter further, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]