

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally cancel my contract with [Company Name], effective immediately. My contract details are as follows:

Contract Number: [Insert Contract Number]

Date of Contract: [Insert Date of Contract]

Thank you for your attention to this matter. If you require any further information, please feel free to contact me at the above number or email.

Sincerely,

[Your Name]