

Contract Cancellation Notification

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of the immediate cancellation of the contract dated [Insert Contract Date], regarding [brief description of the contract]. This cancellation is effective as of [Insert Effective Date].

The reasons for this cancellation include [briefly state reasons, if applicable]. We request that you cease all related activities and return any company property by [insert return date].

We appreciate your understanding in this matter. Should you have any questions, please feel free to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]