

Consulting Contract Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

We are writing to formally notify you of the cancellation of our consulting contract dated [Insert Contract Date]. As per the terms outlined in the agreement, we are providing you with [insert notice period, e.g., 30 days] notice of cancellation.

We appreciate the services you have provided thus far; however, we have decided to pursue other options and no longer require consulting services.

Please ensure all outstanding reports and deliverables are completed by [Insert Deadline]. If you have any questions or need further clarification regarding this cancellation, feel free to contact me at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]