

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Consultant's Name]
[Consultant's Company]
[Consultant's Address]
[City, State, Zip Code]

Dear [Consultant's Name],

I am writing to formally notify you that we are cancelling the consulting services agreement between [Your Company] and [Consultant's Company], effective [Cancellation Date]. This decision has been made after careful consideration, and reflects our current business needs.

We appreciate the work you have done for us thus far, and we thank you for your contributions. We are committed to ensuring a smooth transition and will meet any outstanding obligations as per our agreement.

Please confirm the receipt of this letter. If you have any further questions or require additional information, feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]