

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

## **Subject: Notice of Cancellation of Consulting Agreement**

Dear [Consultant's Name],

I am writing to formally notify you that I am canceling our consulting agreement dated [Insert Agreement Date]. According to the terms outlined in the agreement, I am providing you with [Insert Notice Period, e.g., 30 days] notice of cancellation.

Please consider this letter as official notice. The final date of our engagement will be [Insert Final Date].

Thank you for your services during our time together. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company Name, if applicable]