

# Cancellation of Consultancy Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of our consultancy agreement dated [Insert Date of Agreement].

This decision has been made after careful consideration and is effective immediately. As per the terms of our agreement, I believe all required notice periods have been fulfilled.

Please ensure that any outstanding reports or deliverables are submitted by [Insert Deadline, if applicable]. I appreciate your understanding and cooperation in this matter.

Thank you for your services thus far. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title, if applicable]