

# Cancellation of Contractor Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

I am writing to formally notify you that I am canceling the services provided under the contract dated [Insert Contract Date]. This cancellation will be effective as of [Insert Effective Cancellation Date].

We appreciate the work you have done thus far; however, due to [brief explanation of reason], we have decided to terminate the contract.

We request that you submit any final invoices related to this contract by [Insert Due Date for Invoices].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]