

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you of our decision to cancel the business agreement dated [Agreement Date] between [Your Company Name] and [Recipient's Company Name]. This cancellation will be effective as of [Effective Date].

This decision was not made lightly, and we appreciate the efforts your team has made during our partnership. However, due to [briefly state reason for cancellation, if appropriate], we believe this is the best course of action at this time.

We request that you confirm receipt of this cancellation notice and provide any final documentation related to the agreement. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]