

Cancellation of Consulting Services Contract

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Subject: Cancellation of Consulting Services Contract

Dear [Consultant's Name],

I am writing to formally notify you of the cancellation of our consulting services contract dated [Date of Contract]. As per the terms of the contract, I am providing you with [number of days, e.g., 30 days] notice of termination.

The decision to terminate the contract was not made lightly, and I appreciate the services you have provided thus far. However, due to [brief reason for cancellation, if applicable], I believe this is the best course of action at this time.

Please confirm the receipt of this cancellation notice. I request that we settle any outstanding invoices by [settlement date].

Thank you for your understanding. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]