

# Formal Notice of Contract Cancellation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Contract Cancellation

I am writing to formally notify you that the contract dated [Insert Date], pertaining to [Describe the Subject of the Contract], is hereby canceled due to lack of signatures by both parties. As per our discussions, without the necessary signatures, the contract is considered null and void.

Please confirm the cancellation of this contract in writing by [Specify a Date]. If you have any questions or require further information, do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]