

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Notification of Unsigned Contract Cancellation**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that the contract dated [Contract Date] between [Your Company Name] and [Recipient's Company Name], which remains unsigned, is hereby cancelled.

We appreciate the discussions and considerations surrounding this agreement; however, we have decided not to proceed further at this time.

Please let us know if there are any outstanding matters regarding this cancellation that we need to address. If you have questions or require clarification, feel free to reach out at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]