

Business Closure Contract Cancellation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. This letter serves as formal notification regarding the cancellation of our contract related to [Specify the Nature of the Contract or Business]. Due to [provide reason for business closure, e.g., economic circumstances, personal reasons], we have decided to cease operations effective [Insert Closure Date].

We kindly request the termination of all associated contracts and agreements pertaining to our business collaboration, effective immediately. We intend to settle all outstanding obligations as per the terms outlined in our existing agreement.

Please confirm the cancellation of our contract at your earliest convenience. We appreciate your understanding and support during this transition.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Business Name]

[Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]