

Contract Cancellation Letter

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]

Subject: Contract Cancellation due to Performance Issues

Dear [Recipient's Name],

I am writing to formally notify you of our decision to terminate the contract dated [Insert Contract Date], regarding [Insert Contract Description]. This decision has been made due to ongoing performance issues that have not been resolved despite our previous communications.

As per the terms outlined in the contract, we are providing you with [Insert Notice Period, if applicable] notice of this cancellation, effective [Insert Effective Date]. We believe this action is necessary to protect our interests and ensure the quality of service we expect.

We appreciate your understanding in this matter, and we hope to finalize the cancellation process smoothly. Please confirm the receipt of this letter and the cancellation of the contract at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]