

Cancellation of Construction Services

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of the construction services for the [Project Name] effective immediately. This decision has been made for project convenience after careful consideration.

Please cease all activities related to the project and provide us with any necessary documentation or reports concerning the work completed to date by [Insert Deadline Date].

We appreciate the efforts put forth by your team thus far and wish you all the best in future endeavors.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]