

Notice of Cessation of Construction Contract

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

This letter serves as formal notice of cessation of the construction contract dated [insert contract date] for the project located at [insert project location].

In accordance with the terms outlined in the contract, I am exercising my right to terminate the agreement for convenience. This decision is effective immediately as of [insert effective date].

As per our agreement, please submit any outstanding invoices or documentation for work completed up to the cessation date at your earliest convenience.

Thank you for your services to date. I appreciate your understanding of this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]