

Construction Project Cancellation Notice

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

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

Dear [Recipient Name],

We are writing to inform you that we have made the decision to cancel the [Project Name] construction project originally scheduled to commence on [Start Date]. After careful consideration, we believe this action is taken in the best interests of all parties involved.

We kindly request that you halt all work related to this project immediately and ensure that all associated resources are returned or secured. Please confirm the cancellation of any orders or permits that may have been initiated.

We appreciate your understanding and cooperation regarding this matter. If you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]