

Contract Withdrawal Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Withdrawal from Contract [Contract Number or Name]

I am writing to formally withdraw from the business contract dated [Contract Date] regarding [Brief Description of Contract]. After careful consideration, I have decided to discontinue my involvement due to [brief reason for withdrawal].

Please consider this letter as my official notice of withdrawal, effective immediately. I appreciate your understanding and hope to maintain a positive relationship moving forward.

Thank you for your attention to this matter. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]