

# Letter of Procurement Contract Annulment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to formally notify you of the annulment of the procurement contract dated [insert contract date] for [insert description of goods/services]. After careful consideration and review, we have decided to terminate the agreement due to [insert reason for annulment].

As per the terms outlined in the contract, [insert applicable clauses or terms regarding annulment]. We request that all relevant documents and any ongoing activities pertaining to this contract be ceased immediately.

We appreciate the cooperation received thus far and hope to maintain a positive relationship moving forward. Should you have any questions or require further clarification regarding this annulment, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]