

# Contract Annulment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

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Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the annulment of the contract dated [Insert Contract Date], under which I had entered into an agreement with [Company Name].

Due to [briefly state reason for annulment], I believe it is in the best interest of both parties to nullify this contract. I have attached any relevant documentation to support my case.

I kindly request your prompt attention to this matter. Please confirm the receipt of this letter and the initiation of the annulment process at your earliest convenience.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]