

Notice of Contract Voiding

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you that the contract dated [Insert Contract Date] between [Your Company Name] and [Recipient's Company Name] is hereby voided, effective immediately.

The decision to void the contract has been made due to [briefly explain reason, e.g., "failure to meet specified obligations" or "mutual agreement"].

All parties are released from any further obligations under the terms of the contract. We kindly request that you acknowledge receipt of this notice.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]