

# Notification of Contract Retraction

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that we are retracting the contract dated [Insert Contract Date], regarding [brief description of the contract].

This decision is due to [reason for retraction]. As per the terms outlined in the contract, we are obliged to inform you [insert notice period if applicable].

Please consider this letter as the formal notification of our intent to retract the aforementioned contract. We recommend that you take any necessary actions in accordance with this notification.

We appreciate your understanding in this matter. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]