

# Notice of Rescind Contract

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally notify you that I am rescinding the contract dated [Insert Contract Date] between [Your Name/Your Company Name] and [Recipient's Company Name]. This decision is effective immediately.

The reasons for this rescind are [insert brief reasons if applicable].

Please acknowledge receipt of this notice and let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position (if applicable)]