

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient's Name  
Recipient's Title  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the rescission of the contract dated [insert date of the contract], pertaining to [brief description of the contract].

Due to [insert reason for rescission], I believe it is in the best interest of both parties to rescind this agreement. I would appreciate your cooperation in processing this request promptly.

Please let me know if there are any formalities or documentation required to finalize this process. I look forward to your swift response.

Thank you for your attention to this matter.

Sincerely,  
Your Name